## Employee Misbehaviour Incident Report Sample

(Use extra pages if needed)

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| **Employee name:** |  | |
| **Report date:** |  | |
| **Report author:** |  | |
| **Type of incident:** | * **Possible gross misconduct?** | * **Possible continual disobedience?** |
| * **Possible behavior risking serious harm?** | * **Possible failure to comply with suspension condition?** |
| **Details of incident** | | |
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| **Employee response** | | |
| **Did you explain what you had found to the employee and ask for comment? 🞏 Yes 🞏 No** | | |
| **If No, reason** | | |
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| **If Yes, what was the employee’s response?** | | |
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| **Significant disagreements** |
| **Were there any significant disagreements over facts? 🞏 Yes 🞏 No** |
| **If Yes, what version do you prefer and why?** |
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| **Evaluating the facts** |
| **Can you answer yes to at least one of these questions? 🞏 Yes 🞏 No**  **Was the employee caught red-handed? or**  **Was the incident seen by someone you think is credible? or**  **Was the employee implicated by other significant circumstantial evidence? or**  **Did the student freely admit involvement or responsibility?** |
| **Evaluating the facts** |
| **Is there sufficient evidence for the employer to consider a stand-down, suspension or to request a consideration meeting? 🞏 Yes 🞏 No** |
| **Are there alternative options? Comment** |
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