

# ■ Disciplinary Hearing Minutes Template

## Ready-to-Use Template for Kenyan Workplaces

Prepared by EmmanuelHR

[Your Company Letterhead]

Date of Hearing: [Insert Date]

Time: [Insert Time]

Venue: [Insert Venue]

Subject: Disciplinary Hearing for [Employee Name]

Present:

- Chairperson: [Name & Title]
- HR Representative: [Name]
- Supervisor/Manager: [Name]
- Employee: [Employee Name]
- Employee Representative (if any): [Name]

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Allegation(s):

[Clearly outline the misconduct/allegations being addressed]

Employee's Response:

[Summarize what the employee said in defense or admission]

Questions and Clarifications:

[List any relevant questions raised and responses given]

Witnesses (if any):

[Name and brief of what they said]

Panel Deliberation and Findings:

[Summary of the panel's discussion, evidence considered, and decision made]

Recommendation/Outcome:

[Written warning / Final warning / Termination / No action / Re-training etc.]

Next Steps and Communication Plan:

[State what will be communicated, by whom, and when]

Signed:

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Chairperson

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HR Representative

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Employee Representative (if present)

Date: \_\_\_\_\_