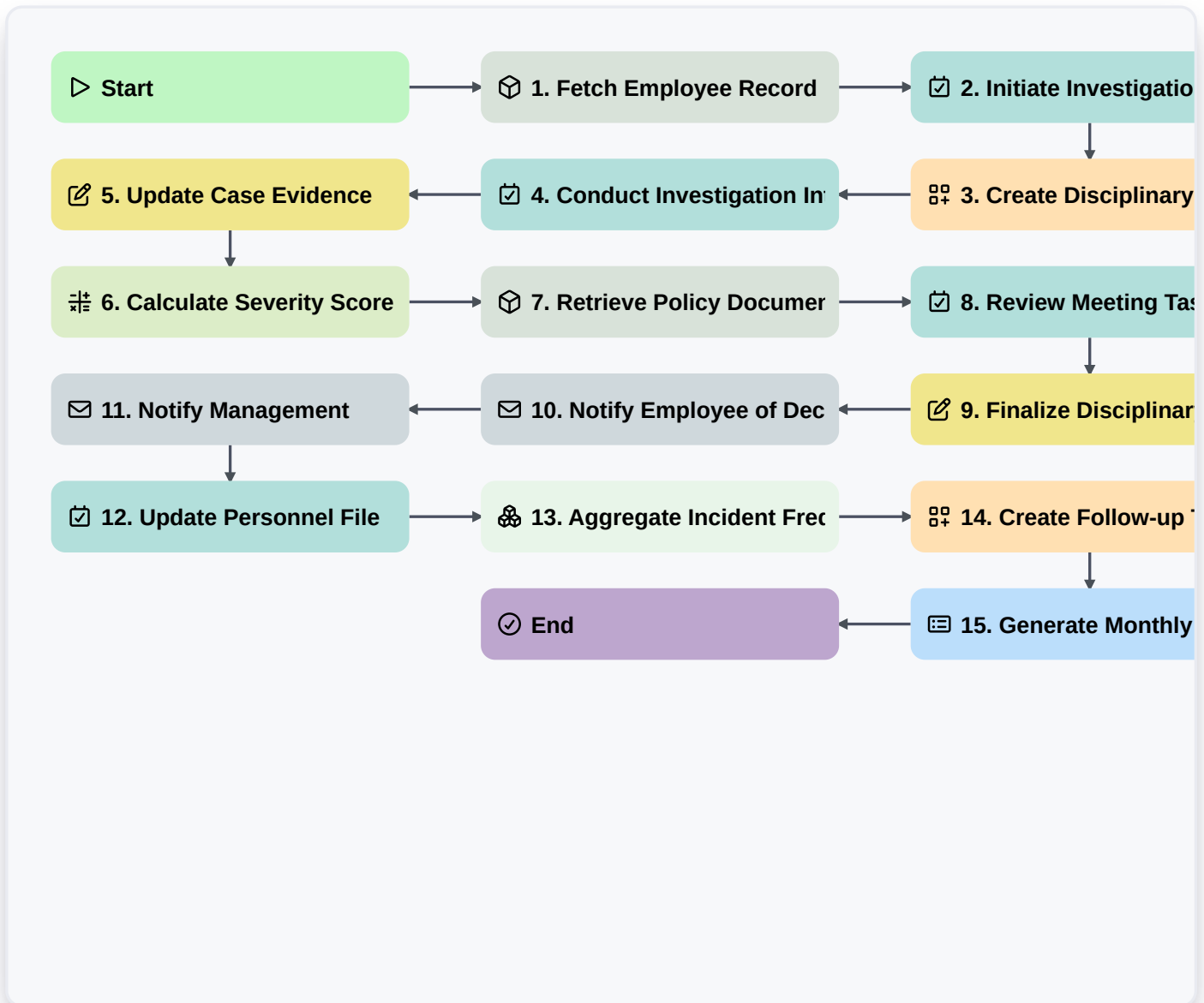


Disciplinary Action Management Workflow



▷ Start

Start of the Workflow/Process.

📦 1. Fetch Employee Record

Retrieve the employee's profile and history from the Employee Data Model to check for prior incidents.

✅ 2. Initiate Investigation Task

Create a task for the HR Manager to begin the formal investigation into the reported incident.

🗄️ 3. Create Disciplinary Case Entry

Create a new entry in the Disciplinary Action Data Model to track this specific incident, including date, type, and severity.

✅ 4. Conduct Investigation Interview

Assign a task to the Investigator to interview involved parties and witnesses.

✍️ 5. Update Case Evidence

Update the Disciplinary Case entry with gathered evidence, witness statements, and findings.



6. Calculate Severity Score

Execute a formula based on incident type, frequency, and impact to determine the disciplinary level (e.g., Warning vs. Termination).

7. Retrieve Policy Documentation

Fetch the specific company policy/handbook section related to the violation to ensure compliance.

8. Review Meeting Task

Create a task for the Department Head and HR to review the investigation findings.

9. Finalize Disciplinary Decision

Update the Disciplinary Case entry with the final decision (e.g., Verbal Warning, Written Warning, Suspension, or Dismissal).

10. Notify Employee of Decision

Send a formal email to the employee detailing the disciplinary action and next steps.

11. Notify Management

Send an email notification to the direct supervisor and legal department regarding the outcome.

12. Update Personnel File

Create a task to ensure the disciplinary record is officially appended to the employee's permanent digital record.

13. Aggregate Incident Frequency

Sum the number of disciplinary entries for this specific employee to identify patterns of misconduct.

14. Create Follow-up Task Entry

Create a scheduled entry in the 'Performance Review' data model to monitor improvement over the next 90 days.

15. Generate Monthly Compliance Report

Create a report summarizing all disciplinary actions taken during the month for the Board of Directors.

End

End of the Workflow/Process.