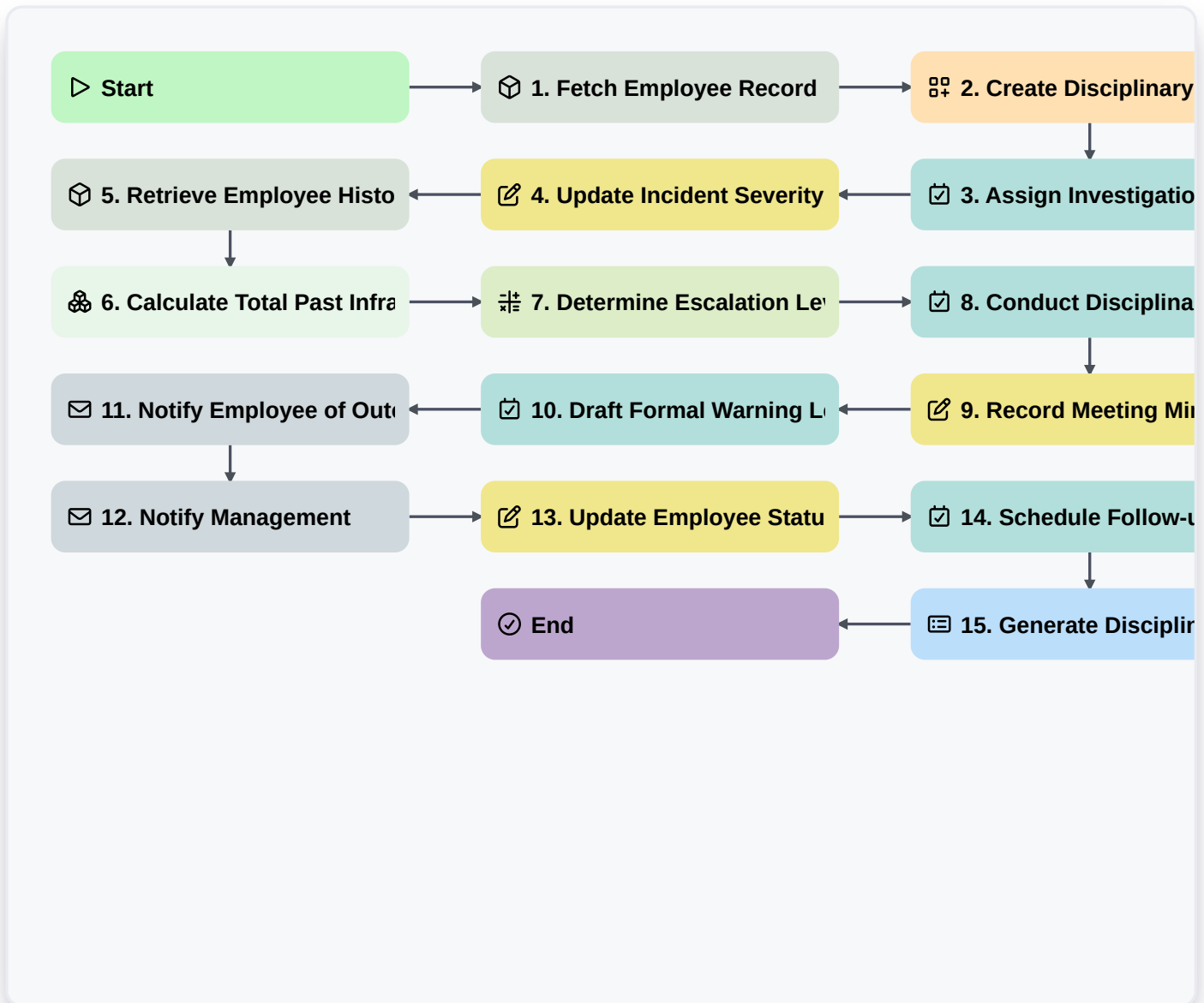


# Disciplinary Action Process



## Start

Start of the Workflow/Process.

## 1. Fetch Employee Record

Retrieve existing employee data from the Employee Data Model to identify the subject of the disciplinary action.

## 2. Create Disciplinary Incident Record

Create a new entry in the Disciplinary Log data model to document the details of the incident.

## 3. Assign Investigation Task

Create a task for the Direct Manager to conduct an initial investigation into the incident.

## 4. Update Incident Severity

Update the newly created incident record with the determined severity level (e.g., Low, Medium, High) after investigation.

## 5. Retrieve Employee History

Get all previous disciplinary entries for the specific employee to check for patterns of behavior.

## 6. Calculate Total Past Infractions

Aggregate the count of previous disciplinary entries for this employee to determine if escalation is required.



## ⚙️ 7. Determine Escalation Level

Execute a formula based on the number of past infractions to decide if the process moves to 'Warning' or 'Final Warning' stage.

## ☑️ 8. Conduct Disciplinary Meeting

Create a task for HR and the Manager to hold the formal disciplinary hearing.

## ✍️ 9. Record Meeting Minutes

Update the Disciplinary Incident record with the notes, evidence, and employee statements from the meeting.

## ☑️ 10. Draft Formal Warning Letter

Create a task for HR to draft the official written warning document.

## ✉️ 11. Notify Employee of Outcome

Send an automated email to the employee detailing the outcome of the disciplinary process and any next steps.

## ✉️ 12. Notify Management

Send an email to the Department Head and HR Director regarding the finalized disciplinary action.

## ✍️ 13. Update Employee Status

Update the Employee Data Model to reflect any changes in standing or probation status.

## ☑️ 14. Schedule Follow-up Review

Create a task to review the employee's performance/conduct after a set period (e.g., 30 or 90 days).

## 📅 15. Generate Disciplinary Summary Report

Create a monthly report summarizing all disciplinary actions taken within the department for management review.

## 🏆 End

End of the Workflow/Process.