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# Discussion Record template

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| **Associate Name** |  |
| Date |  |
| TL |  |
| OM |  |

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| **Details Of Issue / Incident**  Include date / time incident occurred / how raised / details of the issue etc. |
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| **Summary Of Investigation Findings**  Detail whether interviews with other colleagues have taken place  Summarise overall findings |
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| **Actions Agreed**  For example - additional monitoring steps, mediation with other colleagues |
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| **Remove Where Not Applicable –**  **I understand my contract is at risk with any future recurrence of unacceptable behaviour** | |
| **Signed (ASSOCIATE):** | **Signed (TEAM LEADER):** |
| **Signed (OPS MANAGER):** | **Signed (SENIOR OPS MANAGER):** |