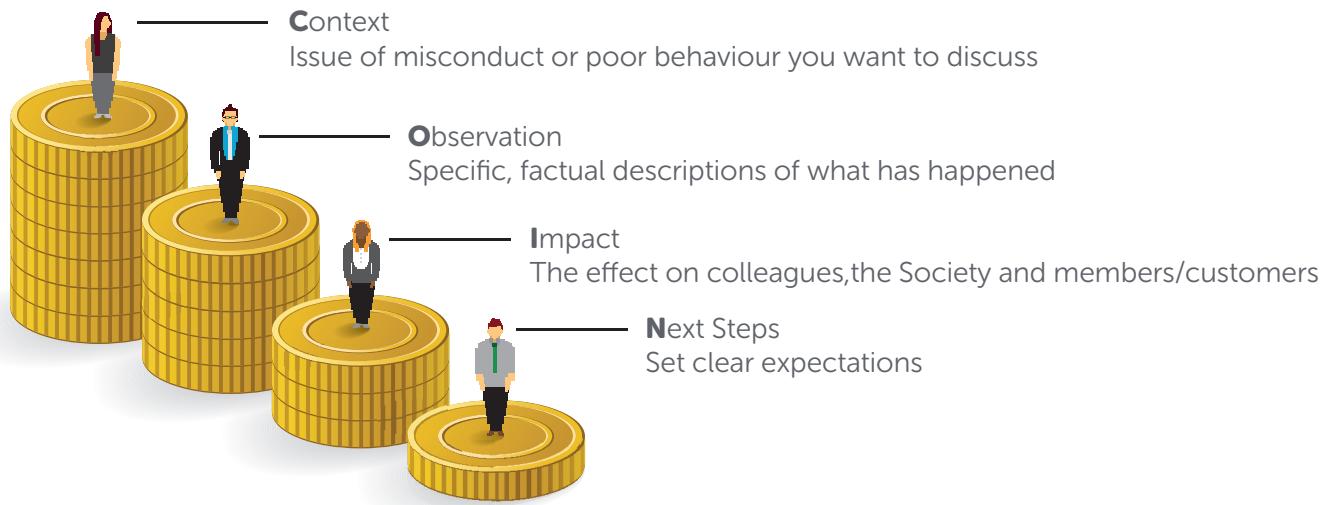


# Record of conversation

Use this document to help you prepare and document your conversation of misconduct or poor behaviour. This will stay on the colleague's file for 6 months. Any further instances of misconduct or poor behaviour may lead to escalation of the formal disciplinary procedure.

Colleague Name:		Colleague Number:	
Manager Name:		Site name:	
Date:			

Providing good examples in your reason for conversation will remove any ambiguity and allow for clear expectations to be set. Please use the **COIN** structure to help you prepare. Include your example in the box below prior to your conversation.



**Remember** to clearly inform

- Next step if misconduct is repeated
- Policy which has been breached

**Reason for conversation**

Outline the purpose of the meeting and provide specific examples of colleague's misconduct or poor behaviour.

Next stage is to discuss reason for conversation with your colleague documenting with good notes.

## **What happened**

Find out from the colleague what happened on the day of the incident, the context, what was going on, any barriers.

- Did anything out of the ordinary happen?
- What stopped you from demonstrating the expected conduct?

## **Expectations**

Your colleague should have a clear understanding of what is expected of them and if a policy has been breached. Focus on how your colleague will achieve the required standard going forward.

- What do you think you need to do to demonstrate the expected standards of behaviour/conduct?
- What else could help you?

## **Way forward**

Time to establish a clear agreement on the changes or improvement required and set clear timescales with their commitment.

- What will you do right now?
- What support do you need from me/others to help you achieve this?

**Advise colleague this document will stay on their file for 6 months and that any further instances of misconduct or poor behaviour may lead to escalation of the formal disciplinary procedure.**

Colleague  
signature:

Date:

Manager  
signature:

Date: