

WORKPLACE DISCIPLINARY LOG TEMPLATE

(Pursuant to Section 48 & 53 of the Employment Code Act No. 3 of 2019)

Jurisdiction: Republic of Zambia

Document Type: Internal Employment Record

PURPOSE

This log is used to **formally document disciplinary actions** taken by an employer against an employee. It ensures transparency, procedural fairness, and compliance with statutory employment regulations in Zambia.

PART A: EMPLOYER INFORMATION

Company Name: _____

Company Registration No. (if applicable): _____

Business Address: _____

HR/Manager Name: _____

Phone / Email: _____

PART B: EMPLOYEE INFORMATION

Full Name: _____

NRC Number: _____

Job Title: _____

Department: _____

Employment Type: ☐ Permanent ☐ Fixed-Term ☐ Casual ☐ Probationary

Supervisor's Name: _____

PART C: RECORD OF DISCIPLINARY ACTIONS

No.	Date of Incident	Nature of Misconduct / Infraction	Action Taken	Sanction Imposed	Employee Response / Appeal	Final Outcome	Witnesses (if any)
1							
2							
3							

PART D: DETAILED REPORT OF MOST RECENT INCIDENT

Date of Incident: _____

Description of Misconduct:

Investigative Action Taken:

- ☐ Verbal Warning
- ☐ Written Warning
- ☐ Suspension
- ☐ Termination
- ☐ Demotion
- ☐ Other (Specify): _____

Employee's Response (if any):

Disciplinary Committee Findings (if applicable):

PART E: LEGAL COMPLIANCE CHECKLIST

- ☐ Due process followed under **Section 48** of the *Employment Code Act No. 3 of 2019*
- ☐ Offence communicated to employee in writing
- ☐ Employee provided an opportunity to respond
- ☐ Hearing/meeting held with HR or management
- ☐ Witness statements recorded (if applicable)
- ☐ Outcome recorded and communicated
- ☐ Copy filed in employee personnel record
- ☐ Employee advised of right to appeal internally or to the **Labour Commissioner**

PART F: GOVERNING LAW & CONFIDENTIALITY

This disciplinary log shall be treated as a **confidential employment record**, maintained under the employer's internal policies and applicable laws, specifically:

- **Employment Code Act No. 3 of 2019**
- **Industrial and Labour Relations Act, Cap. 269**
- **Companies Act No. 10 of 2017** (where applicable)
- **Penal Code, Cap. 87** (in cases involving criminal conduct)

Disputes arising out of disciplinary action shall be resolved through internal grievance mechanisms and/or by referral to the Labour Office.

PART G: SIGNATURES & CONFIRMATION

HR/Employer Representative

Name: _____

Signature: _____

Position: _____

Date: _____

Employee (Acknowledgement of Receipt)

Name: _____

Signature: _____

☐ I agree with the findings

☐ I disagree and wish to appeal

Date: _____

PC | LP

PC | LP

Patrick Chulu Legal Practioners

Official Stamp: _____