**Appendix 4: Disciplinary Fast Track Request Form**

**Disciplinary Fast Track Request Form**

To be completed by an employee faced with allegation(s) of misconduct which they fully accept. This form must not be completed if the allegation(s) could be considered to be one(s) amounting to potential gross misconduct or where the employee has a live final written warning on their file at the time the alleged misconduct took place.

It is strongly advised that you should read fast track section of the Trust’s Disciplinary Policy and Procedure and seek advice from a trade union representative or work colleague before completing this form.

If this request is accepted there will be no in-depth investigation process (subject to sufficient facts being known) and a foreshortened less formal disciplinary process will be enacted with the objective of reducing the stress on all those concerned.

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| Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Immediate Line Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Current Disciplinary Record (live warnings only) None/First Written Warning/Final Written Warning ***(Delete as applicable)*** |
| Please detail the allegation(s) of misconduct that you understand your manager is making against you and that you are fully accepting *(NB please seek clarification from your line manager before completing this section)*  Are there any allegation(s) that you are not accepting Yes/No *(delete as applicable)*  *(NB if the answer to this question is ‘Yes’ your request cannot be accepted)* |
| Please provide a full explanation of the incident(s) that led to these allegations of misconduct (you can detail this on a separate attached sheet if you wish) |
| Please detail the lessons you have learnt from this situation and your intentions for the future    Please continue on a separate attached sheet if necessary |
| Please provide details of any mitigation you would wish to be considered  Please continue on a separate attached sheet if necessary |
| *NB You are advised to seek clarification from your line manager regarding the sanctions being considered and advice from a trade union representative or a work colleague before completing this section.*  I confirm my acceptance of the allegation(s) of misconduct against me and am making this request for my case to be considered under the fast-track disciplinary process on the strict understanding that I would accept up to and including a Final Written Warning.  I understand that in the event that my request is declined the information contained in this form can be used any formal disciplinary investigation process instigated.  Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |