

Social Media Misconduct Disciplinary Action Form

Employee Information

Employee Name

Employee ID

Department

Position

Incident Details

Date of Incident

Social Media Platform

Link to Post/Content (if applicable)

Description of Misconduct

Investigation Summary

Summary of Findings

Company Policy Violated

Disciplinary Action

Type of Action

Details of Action

Effective Date

Signatures

Supervisor/Manager Name

Supervisor/Manager Signature

Date

Employee Name

Employee Signature

Date