

Leading With Clarity

Legally Defensible Documentation Checklist

☐ ***Objective, Fact-Based Description***

Clearly state what happened, when, and where. Avoid opinions, assumptions, or emotional language.

☐ ***Link to Policy or Expectations***

Identify the specific policy or standard that was not met and connect it directly to the behavior.

☐ ***Document the Business Impact***

Explain why the issue matters, including impact on operations, team, or customers.

☐ ***Set Clear Expectations***

Define exactly what must change using clear, measurable language.

☐ ***Record Consistency and Acknowledgment***

Include prior actions (if any) and document employee acknowledgment or refusal to sign.

Facts → Policy → Impact → Expectation → Record