

EMPLOYEE DISCIPLINARY REPORT

COMPANY NAME _____ DATE OF INCIDENT _____

EMPLOYEE NAME _____

POSITION _____ SUPERVISOR'S NAME _____

REASON / OFFENSE:

- | | |
|--|--|
| <input type="checkbox"/> Absence (unexcused / no call no show) | <input type="checkbox"/> Leaving work without approval |
| <input type="checkbox"/> Destruction of company property | <input type="checkbox"/> Tardiness |
| <input type="checkbox"/> Safety violation | <input type="checkbox"/> Unauthorized use of company Internet / e-mail |
| <input type="checkbox"/> Unauthorized use of company property | <input type="checkbox"/> Violation of company rule (explain below) |
| <input type="checkbox"/> Obscene or abusive language | <input type="checkbox"/> Other (explain below) |
| <input type="checkbox"/> Insubordination | |

Facts leading to the warning: (Be specific and include previous verbal warnings, detailed explanation of incident, witness, rule violated, etc.):

Corrective Action taken by employer:

1. REVIEWED POLICY / PROCEDURE WITH EMPLOYEE
- 2.

Next disciplinary step:

1. ANY SIMILAR INFRACTION IN THE FUTURE MAY LEAD TO FURTHER DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION
- 2.

Comments:

Supervisor (signature)

Employee (signature)

Witness (must have signature)

Date Signed
Employee refused to sign _____