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| Employee Information |
| Name: | Date of Written Warning: |
| Supervisor Name: | Date of Infraction: |
| Reason for Disciplinary Action: |
| [ ]  Policy Violation | [ ]  Safety Violation | [ ]  Personal Conduct | [ ]  Work Performance | [ ]  Attendance / Tardy |
| [ ]  Other |  |
| Description of issues resulting in disciplinary action (indicate relevant company policies, rules, previous discipline for the same offense): |
| Disciplinary Action Taken: |
| [ ]  First Written Warning | [ ]  Second Written Warning | [ ]  Final Written Warning |  |
| Requirements employee must meet and consequences of not meeting them:Any further disciplinary issues or violations of company policies/procedures will result in additional disciplinary action up to and including termination |

Disciplinary Form

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| Employee comments: |
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| Employee’s Signature: | Date: |
| Note: Employee’s signature shows only that the employee has seen this document and not that he/ she is necessarily in agreement. |
| Supervisor’s Signature: | Date: |