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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: | |
|  | |
| 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: |