

DISCIPLINARY ACTION FORM

EMPLOYEE NAME: _____

DATE OF OCCURRENCE: _____

LEVEL: Circle one

- VERBAL OTHER
- COACH & COUNSEL
- FIRST WRITTEN
- SECOND WRITTEN
- _____ WRITTEN
- TERMINATION

Nature of Violation: Circle one

- ATTENDANCE/PUNCTUALITY
- INSUBORDINATION
- PROFESSIONALISM
- JOB PERFORMANCE
- SAFETY VIOLATION
- IMPROPER UNIFORM
- THEFT
- LEAVING EARLY
- OVERAGES AND OR SHORTAGES
- LOSS OF COMPANY PROPERTY
- REFUSAL TO FOLLOW PROCEDURES
- OTHER: _____

Summary of violation: (Include who, what, where, when, how, and if any witnesses)

Was this incident a violation of company policy? Circle one YES or NO

Describe company policy below (include where it can be found ie., contract, handbook, posted work rule, verbal conversations, other warnings, meetings, list dates if known)

Corrective Action/Expectations: (Include next steps or follow date if necessary)

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Do you understand the above rule or procedure? Circle one YES or NO

Please explain below:

Employee Comments:

FURTHER OCCURRENCES WILL RESULT IN DISCIPLINARY ACTIONS UP TO AND INCLUDING DISCHARGE.

SUPERVISOR: _____

DATED: _____

**EMPLOYEE
SIGNATURE:** _____

DATED: _____

Union employees only: Declined representation (initial) _____

Copies to those circled below:

HR

File-Main Office

Mail Copy to Union