

# Employee Discipline Form

Confidential

Employee Name: \_\_\_\_\_ Warning Date: \_\_\_\_\_

Employee Number: \_\_\_\_\_

## **Violation(s)**

- |   |   |
|---|---|
| <input type="checkbox"/> Attendance                     | <input type="checkbox"/> Safety                             |
| <input type="checkbox"/> Breach of Company Policy       | <input type="checkbox"/> Tardiness                          |
| <input type="checkbox"/> Carelessness                   | <input type="checkbox"/> Unauthorized Absence               |
| <input type="checkbox"/> Conduct                        | <input type="checkbox"/> Work Quality / Accuracy            |
| <input type="checkbox"/> Creating a Disturbance         | <input type="checkbox"/> Work Quantity / Output             |
| <input type="checkbox"/> Failure to Follow Instructions | <input type="checkbox"/> Willful Damage to Company Property |
| <input type="checkbox"/> Insubordination                | <input type="checkbox"/> Other: _____                       |
| <input type="checkbox"/> Performance                    |   |
| <input type="checkbox"/> Personal Work                  |   |

## **Description of Violation(s):**

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Further misconduct or violation(s) will result in disciplinary action, up to and including immediate termination.

I have read this Warning Notice and understand it.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_