

STEP-BY-STEP EMPLOYEE WARNING REPORT

Employees receiving this warning report are hereby put on notice of a violation of our organization's rules and/or standards of employee conduct. Further violation(s) of such conduct may result in further disciplinary action, including the possible termination of employment.

Employee's Name _____ Date _____
 Employee # _____ Department _____ Shift _____
 Copy Forwarded to: Employee Employee Representative Supervisor Human Resource/Personnel File Other _____

VIOLATION KEY

A	Attendance	C	Carelessness	I	Insubordination
L	Lateness Early Quit	PV	Violation of Company Policies or Procedures	SV	Violation of Safety Rules
UA	Unauthorized Absence From Work Area	WD	Willful Damage to Material/Equipment	PM	Working on Personal Matters
WQ	Substandard Work Quality	V	Threatening or Engaging in Violence	UB	Unsatisfactory Behavior Towards Others
DD	Drinking/Drugs While at Work	UD	Unfit for Duty	O	Other _____

TYPE OF VIOLATION:

Date of Violation ____/____/____ Time: ____:____ AM
 Date of Disciplinary Report ____/____/____ Time: ____:____ AM
 Describe Employee's Response _____

ACTION

Warning Suspension Dismissal
 Other _____

TIMETABLE FOR IMPROVEMENT

Immediate 30 days 60 days
 Other _____

CONSEQUENCES

Failure to improve will result in: Warning Suspension Dismissal Other _____

I have read this Employee Warning Report and understand it. Employee declined to sign this form.

 Date Employee Acknowledgement of Receipt _____ Date Supervisor/Manager Signature _____

FIRST DISCIPLINARY REPORT

TYPE OF VIOLATION:

Date of Violation ____/____/____ Time: ____:____ AM
 Date of Disciplinary Report ____/____/____ Time: ____:____ AM
 Describe Employee's Response _____

ACTION

Warning Suspension Dismissal
 Other _____

TIMETABLE FOR IMPROVEMENT

Immediate 30 days 60 days
 Other _____

CONSEQUENCES

Failure to improve will result in: Warning Suspension Dismissal Other _____

I have read this Employee Warning Report and understand it. Employee declined to sign this form.

 Date Employee Acknowledgement of Receipt _____ Date Supervisor/Manager Signature _____

SECOND DISCIPLINARY REPORT

TYPE OF VIOLATION:

Date of Violation ____/____/____ Time: ____:____ AM
 Date of Disciplinary Report ____/____/____ Time: ____:____ AM
 Describe Employee's Response _____

ACTION

Warning Suspension Dismissal
 Other _____

TIMETABLE FOR IMPROVEMENT

Immediate 30 days 60 days
 Other _____

CONSEQUENCES

Failure to improve will result in: Warning Suspension Dismissal Other _____

I have read this Employee Warning Report and understand it. Employee declined to sign this form.

 Date Employee Acknowledgement of Receipt _____ Date Supervisor/Manager Signature _____

THIRD DISCIPLINARY REPORT

EMPLOYEE'S COPY

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