

Disciplinary Procedure

- ☐ First Warning
☐ Second Warning (Date of the first warning: _____)

Employee Name:	
Employee Number:	
Supervisor Name:	
Warning Date :	
Date of violation	
Time of violation	

Nature of Violation

- ☐ Substandard work ☐ Non performance ☐ Tardiness
☐ Absenteeism ☐ Punching out ahead of time ☐ Punching out wrong time card
☐ Conduct ☐ Disobedience ☐ Carelessness
☐ Intoxication or Drinking ☐ Other: _____

Actual Performance

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Company policy that the employee has to satisfy

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Action Plan taken by the employee

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Action Plan taken by supervisor to help employee

Employee comments

Follow up date

If the violation of company rules does not result in discharge, the disciplinary procedure is as follows:

1. The offending employee will be given a verbal warning by his supervisor. The supervisor, for purposes of letting the employee know that it is an official warning, will state, "This is a verbal warning." A notation of this should be made and filed.
2. For the next violation the employee will receive a written notice of the offense (see attached) with reference to the prior discussion. A copy of said notice will be placed in the employee's file.
3. The third infraction will subject an employee to disciplinary action, suspension, or discharge.
4. The fourth infraction will result in discharge.

Note: A violation may result in termination at or before any of the above steps.

Signatures:

Employee: _____

Supervisor: _____