

Disciplinary Warning Report

The following warning was issued today and is to be made a part of the personnel file of:

Employee's name: _____ Date: _____

Position: _____ Department: _____

1. Offense

- | | |
|--|---|
| <input type="checkbox"/> Absence (indicate if unreported\excessive) | <input type="checkbox"/> Insubordination |
| <input type="checkbox"/> Destruction of company property | <input type="checkbox"/> Leaving work without approval |
| <input type="checkbox"/> Failure to obey orders | <input type="checkbox"/> Tardiness |
| <input type="checkbox"/> Fighting on company premises | <input type="checkbox"/> Improper conduct |
| <input type="checkbox"/> Violation of company rules (<i>explain in Q2</i>) | <input type="checkbox"/> Other (<i>explain in Q2</i>) |

2. Facts leading to the warning (be specific and include verbal warning given previously, detailed explanation of incident, date/time of incident, witness(es), rule violated, etc.

3. Corrective action to be taken by employee:

4. Next disciplinary step:

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5. Comments:

Supervisor's Signature: _____ *Date:* _____

Employee's Signature: _____ *Date:* _____

Witness' Signature: _____ *Date:* _____