



## EMPLOYEE DISCIPLINARY REPORT

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Action Taken: ☐ Verbal Warning ☐ Written Warning ☐ Suspension ☐ Termination ☐ Other \_\_\_\_\_

### VIOLATION INFORMATION

Date of Incident \_\_\_\_\_ Time of Incident \_\_\_\_\_

Nature of Violation / Description of Issue: (check all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Absenteeism / Tardiness                  | <input type="checkbox"/> Under influence of drugs/alcohol on duty       |
| <input type="checkbox"/> Substandard Performance                  | <input type="checkbox"/> Leaving without permission                     |
| <input type="checkbox"/> Improper Conduct                         | <input type="checkbox"/> Failure to report an accident/injury           |
| <input type="checkbox"/> Violation of safety rules                | <input type="checkbox"/> Falsification of company documents             |
| <input type="checkbox"/> Violation of company policies/procedures | <input type="checkbox"/> Unauthorized use of company property/equipment |
| <input type="checkbox"/> Theft / Attempted theft                  | <input type="checkbox"/> Destruction of company property/equipment      |
| <input type="checkbox"/> Sleeping while on duty                   | <input type="checkbox"/> DOT Violation                                  |
| <input type="checkbox"/> Possession of illegal drugs on duty      | <input type="checkbox"/> Other _____                                    |

Describe Incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### EMPLOYEE COMMENTS / CORRECTIVE PLAN

Employee's Comments: \_\_\_\_\_

\_\_\_\_\_

Corrective Plan/Action: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### ACKNOWLEDGEMENT / SIGNATURES

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

By signing below, I acknowledge I have read and received this report.

Employee \_\_\_\_\_ Date \_\_\_\_\_

# Employee Discipline Report Form

**G Orfield**

A red circular graphic with a gradient, appearing as a partial circle or a thick curved line, located to the right of the 'G Orfield' text.

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