

**EMPLOYEE DISCIPLINARY ACTION FORM**

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

Date of Warning: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

TYPE OF VIOLATION:

WARNING:

- Attendance    Carelessness    Disobedience  
 Safety    Tardiness    Work Quality  
 Other \_\_\_\_\_

Violation Date: \_\_\_\_\_

Violation Time: (a.m. / p.m.) \_\_\_\_\_

Place Violation Occurred: \_\_\_\_\_

**EMPLOYER STATEMENT**

**EMPLOYEE STATEMENT**

**WARNING DECISION**

Approved by: \_\_\_\_\_  
Name Title Date

List All Previous Warnings (when warned and by whom):

Previous Warning: 1st Warning  
Date \_\_\_\_\_  
Verbal \_\_\_\_\_  
Written \_\_\_\_\_  
Previous Warning: 2nd Warning  
Date \_\_\_\_\_  
Verbal \_\_\_\_\_  
Written \_\_\_\_\_  
Previous Warning: 3rd Warning  
Date \_\_\_\_\_  
Verbal \_\_\_\_\_  
Written \_\_\_\_\_

I have read this "warning decision". I understand it and have received a copy of the same.

\_\_\_\_\_  
Employee Signature Date  
\_\_\_\_\_  
Signature of person who prepared warning Date  
\_\_\_\_\_  
Supervisor's Signature Date

**COPY DISTRIBUTION**

- Employee    HR Dept    Supervisor