**EMPLOYEE**

**DISCIPLINARY**

**ACTION REPORT FORM**



|  |  |
| --- | --- |
| Employee: |  |
| Date: |  |
| Position: |  |
| Supervisor: |  |
| Department: |  |
| ID Number: |  |

**Type of Violation:**

☐ Tardiness ☐ substandard work

☐ Unauthorized early leaving ☐ Violation of safety rules

☐ Absenteeism ☐ Rudeness to customers

☐ Violation of company policies ☐ Insubordination

☐ Other:

**Details of the Infraction:**

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**Plan of Action:**

☐ Verbal Warning

☐ Written Warning

☐ Suspension: Start: End:

☐ Termination: Effective:

**Employee Acknowledgment**

I acknowledge the receipt of this disciplinary action and understand the contents that have been discussed with me. I understand that my signature does not necessarily indicate an admission of the incident or offense.

Employee Signature

Date

Supervisor Signature

Date