

HRBenefix

Disciplinary Action Report

This form is to be used to document violations of all policies and procedures. In some cases a written warning is appropriate upon a first offense and other times it is used after a second offense depending on the severity of the violation. It is strongly recommended that the individual being reprimanded reflect upon the severity of this warning and take immediate action to improve their performance or to rectify the situation. A future violation(s) of any kind of the Employee's Handbook's Code of Conduct may be grounds for immediate termination.

Date Submitted: _____

EMPLOYEE INFORMATION

Employee Name _____ Position _____

Facility Name _____ Manager _____

TYPE OF WARNING

☐ Verbal Warning ☐ Written Warning ☐ Suspension/Dismissal

TYPE OF OFFENSE

☐ Tardiness/Leaving Early ☐ Absenteeism ☐ Violation of Company Policies
☐ Substandard Work ☐ Violation of Safety Rules ☐ Rudeness to Customers/Coworkers
☐ Other: _____

EMPLOYEE INFORMATION

Description of Infraction

Plan for Improvement

Consequences of Further Infractions

ACKNOWLEDGMENT OF RECEIPT OF WARNING

By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

Employee Signature

Date

Manager Signature

Date

PLEASE MAKE SURE THAT THIS FORM IS SUBMITTED TO HRBenefix.