DISCIPLINARY STATEMENT

Name: _________________________________                 Date: _________________

Date of incident or occurrence: _________________

Action(s) taken (check all that apply):

_____ Coaching  _____ Verbal Warning  _____Written Warning
_____ Termination  _____ Other: ______________________________

Description of incident, issue, or occurrence:

_____ Absence/Tardiness _____ Safety Violation _____ Conduct
_____ Policy Violation  _____ Performance Issue  _____ Other: _________________

Explanation of incident, issue, occurrence, or policy violation:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Corrective action plan:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Disciplinary action if not corrected:

_____ Written Warning  _____ Final Warning  _____ Termination
_____ Other: ______________________________

Employee Comments:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

By signing below, you acknowledge that you have received this disciplinary statement:

Employee: _________________________________                 Date: _________________

Supervisor: _________________________________                 Date: _________________

HR/ Witness (optional): _________________________________                 Date: _________________