# Staff_Warning_NEW.jpg

**General Nature of Infraction (select all that apply):**

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|  | **Job Performance** |
|  | **Inappropriate Conduct** |
|  | **Procedural Infraction** |
|  | **Equipment Misuse/Intentional Damage** |
|  | **Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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| --- | --- | --- | --- |
| **Employee Name:** | **Manager Name:** | | |
| **Division & Location:** | | **Date:** | **Time:** |
| **Detailed Description of Infraction (i.e. what occurred, who was involved, where it occurred):** | | | |
| **Plan for Improvement:** | | | |
| **Consequences of Further Infractions:** Any further infractions will result in additional corrective action up to and including termination. | | | |
| **Warning Level for Infraction:**  **First**  **Second  Final**  NOTE: The level of the warning given will vary with the circumstances and severity of each infraction. Warning levels may be skipped at the discretion of Management and the Human Resources Department. Any further infractions will result in additional action up to, and including, termination of employment. | | | |

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| **Acknowledgement of Receipt** | |
| 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: |