

# EMPLOYEE RECORD

Employee Name : \_\_\_\_\_ Date of Discussion : \_\_\_\_\_

## Record

Date of  
Violation \_\_\_\_\_

NATURE OF VIOLATION ☐ Substandard Work ☐ Conduct ☐ Attendance  
☐ Safety Violation ☐ Carelessness ☐ Failure to follow procedure or policy  
☐ Other \_\_\_\_\_

## COMPANY REMARKS

## EMPLOYEE'S REMARKS RE: VIOLATION

Absence of statement on the part of the EMPLOYEE indicates his/her agreement with the report as stated.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ACTION TO BE TAKEN

- ☐ Record has been discussed with the employee and will be placed in employee file.  
☐ Record has been discussed with the employee. This is an official warning and will be placed in the employee file.

Disciplinary Action \_\_\_\_\_

I have read and understand this document.

\_\_\_\_\_  
Employee's Signature Date  
(Refusal to sign does not void this record)

\_\_\_\_\_  
Supervisor's Signature Date

\_\_\_\_\_  
HR Manager's Signature Date

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☐ Employee ☐ Personnel Department