

Disciplinary Procedures for D.O.T. Violations



Disciplinary Notice

Name _____ Notice Date _____

Department _____ Employee# _____

Type of Action

↑ Documentation of verbal warning given on _____

↑ Written Warning

Nature of Incident

↑ Unexpected absence

↑ Failure to complete shift (late or early) ↑

↑ Inappropriate treatment of customers

↑ Violation of Company policy ↑

↑ Missed Appointment

↑ Driving Violation

↑ Harassment or improper conduct

↑ Destruction of Company property

↑ Inferior quality of work

↑ Failure to follow instructions

↑ Failure to follow safety rules

↑ Other _____

Description of Incident

Date _____ Time _____ ↑ am ↑ pm

Piccolo Inc. description of incident: _____

Independent Contractor statement: _____

Consequence of Incident

This time:

↑ Warning ↑ Suspension ↑ Final Warning ↑ Dismissal ↑ Other _____

Independent Contractor Plan for

Improvement: _____

Consequences of next violation: _____

Independent Contractor: Please check all that apply

I have ↑ read and understand and ↑ agree to the above Disciplinary Notice

Independent Contractor Signature

Date

Piccolo Inc. Signature

Date

