|  |
| --- |
| Employees receiving this warning report are hereby put on notice of a violation of our organization's rules and/or standards of employee conduct. Further violation(s) of such conduct may result in further discipline including the possible termination of employment. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Employee’s Name: | |  | | | Date: |  | |
| Employee #: |  | | Department: |  | | Shift: |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Copy Forwarded to: |  | Employee Representative: |  | Employee |  | Other |  |

|  |
| --- |
| Type of violation |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Attendance |  | Carelessness |  | Insubordination |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Lateness/Early Quit |  | Unfit for Duty |  | Violation of Safety Rules |

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| --- | --- | --- | --- | --- | --- |
|  | Drinking/Drugs While at Work |  | Willful Damage to Material/Equipment |  | Substandard Work Quality |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Working on Personal Matters/ Conflict of Interest |  | Threatening or Engaging in Violence |  | Unsatisfactory Behavior Towards Employees or Customer |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Unauthorized Absence From Work Area |  | Violation of Company Policies or Procedure |  | Other |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Supervisor's/employer's statement | | | |  | Employee's statement | | | | | |
| Date of violation: |  | Time: |  |  |  |  | I agree with Supervisor's/Employer's Statement | | | |
|  | | | |  |  |  | I disagree with the Supervisor's/Employer's description of violation for these reasons: | | | |
|  | | | | | |
| Employee Signature: | | |  | Date: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Previous warning | | | | |
| Date | Oral | Written | Other | Supervisor manager |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Actions to be taken | | | | | | | |  | Timetable for improvement | | | | | |
|  | Warning |  | Suspension |  | Dismissal |  | Other |  |  | Immediate |  | 30 days |  | 60 days |
|  | | | | | | | |  |  | | | | | |
| Other: | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Consequences | | | | | | | |
| Failure to improve will result in: | | | | | | | |
|  | Warning |  | Suspension |  | Dismissal |  | Other: |

|  |  |  |  |
| --- | --- | --- | --- |
|  | I have read this Employee warning Notice and understand it |  | Employee declined to sign this form |

\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Employee Acknowledgement of Receipt Date Supervisor/Manager