**Add Your Company Logo/Name here**

**Add stock/company or document related Image here,**

*Once you add image, click on it got to “Picture format” and than from “Arrange” tab go to the “sent to back” and click sent to back option. Also make sure the wrap the image “behind text” is also checked. And manually position image.*

**Disciplinary**

**Action Form**

Prepared For: [Enter your client name here]

Completed By: [enter your team name here]

**Updated:**

**January 22, 2025**

**www.yourwebsite.com**

**Email: you@yourwebsite.com**

**Phone: your\_phone\_number**

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# Disciplinary Action Form

## How to Use This Template

This Disciplinary Action Form is designed to help business owners, managers, and HR professionals document and address employee performance or behavioral issues in a structured, professional manner. Follow these steps to use the form effectively:

1. **Prepare in Advance:** Ensure that all relevant facts and evidence have been gathered before completing the form.
2. **Complete the Form:** Provide clear, concise, and factual information in each section.
3. **Conduct the Meeting:** Use the form to guide your discussion with the employee.
4. **Obtain Signatures:** Both the manager and the employee should sign the form to acknowledge the discussion.
5. **Follow Up:** Document any follow-up actions or outcomes to ensure compliance and resolution.

***Disclaimer:*** *This form is provided by ProSupport HR Partners for general informational purposes only and does not constitute legal advice. Employment laws vary by jurisdiction, and we strongly recommend consulting an employment lawyer or HR professional to ensure compliance with applicable laws.*

# Section 1: Employee Information

|  |  |
| --- | --- |
| **Employee Name:** |  |
| **Employee ID (if applicable):** |  |
| **Department:** |  |
| **Position:** |  |
| **Supervisor/Manager:** |  |
| **Date of Incident:** |  |

# Section 2: Incident Details

* **Type of Infraction:**

Attendance  Performance  Conduct  Policy Violation

Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **Description of Incident:**

Provide a detailed and objective account of the incident, including dates, times, locations, and witnesses (if applicable).

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

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* **Relevant Policy or Standard Violated:**

Reference the company policy, handbook, or standard that was breached.

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# Section 3: Previous Actions Taken

* **Have any prior warnings been issued?**  Yes  No

If yes, provide details:

* **Date(s) of Previous Warning(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Type of Warning(s):**  Verbal  Written  Final Warning
* **Summary of Previous Issues:**

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# Section 4: Action Taken

* **Type of Disciplinary Action:**

Verbal Warning  Written Warning

Suspension (specify duration): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Demotion  Termination  Other (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **Description of Action Taken:**

Explain the specific actions being taken in response to the incident.

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* **Effective Date of Action:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Duration (if applicable):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Section 5: Improvement Plan

* **Required Improvements:**

List specific behaviors or performance outcomes the employee must demonstrate to comply with expectations.

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* **Support Provided:**

Outline any resources, training, or assistance the company will provide to support the employee’s improvement.

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* **Review Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Section 6: Acknowledgment

* **Employee Comments (optional):**

Provide space for the employee to include their perspective or response.

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

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* **Employee Acknowledgment:**

I acknowledge that I have reviewed this disciplinary action form. My signature does not necessarily indicate agreement with its contents but confirms that the issues were discussed with me.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Manager/Supervisor Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HR Representative (if applicable):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Section 7: Follow-Up (For Employer Use Only)

* **Follow-Up Review Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Outcome of Review:**

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

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* **Additional Notes:**

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## Customization Options for Small Business Owners:

1. **Add Company Branding:** Replace the header with your company logo and name for a personalized touch.
2. **Policy References:** Update the "Relevant Policy or Standard Violated" section to align with your company’s employee handbook or code of conduct.
3. **Additional Sections:** Add sections for industry-specific regulations or reporting requirements if applicable.
4. **Review Frequency:** Customize the "Follow-Up Review Date" to fit your company’s performance evaluation timeline.
5. **Record Retention:** This form should be stored securely in the employee’s personnel file in accordance with company policy and applicable laws. Ensure compliance with record retention requirements specific to your jurisdiction.

***Disclaimer:*** *This document is sold as a template by ProSupport HR Partners and is intended for general use only. ProSupport HR Partners is not liable for any issues arising from the use or modification of this template. Business owners are encouraged to consult with an HR professional or legal advisor to tailor this document to their specific needs.*

**Please delete the last page once you are done.**

****



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**Phone:** 289-628-1484

**Website:** <https://prosupporthr.ca>

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