**Employee Discipline Report**

This form is to be completed by a supervisor/manager to help document the incident and the disciplinary action taken.

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|  |  |  |  |  |  |  |
|  | **Employee Name** |  |  | **Title** |  |  |
|  |  |  |  |  |  |  |
|  | **Date/Time of Incident** |  |  | **Location of Incident** |  |  |
|  |  |  |  |  |  |  |

**Description of Incident:**

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**Witnesses to Incident:**

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| --- | --- | --- |
| **Did this incident violate a company policy?** | Yes | No |

If yes, specify the policy and how it was violated

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| --- | --- | --- |
| **Has the impropriety of the employee’s actions been explained to the employee? ­­­­­­** | Yes | No |

If yes, provide the employee’s response:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **What disciplinary action was taken against the employee?** | | Coaching | | Verbal Warning | | | | | | |
| Written Warning | | Other (specify): | | | |  | | |
| **What is the date of the disciplinary action? ­­­­­­** | |  | |  | | | |  | | |
|  |  | | | | | | | |  |
|  | **Signature** | | | | | | | |  |
|  |  | |  | | |  | | |  |
|  | *Supervisor Signature* | | | |  |  | *Date* | |  |
|  |  | | | |  |  |  | |  |
|  |  | | | |  |  |  | |  |
|  | *Printed Name* | | | |  |  |  | |  |
|  |  | | | |  |  |  | |  |