



## EMPLOYEE DISCIPLINARY REPORT

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Date of Report: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Client Company: \_\_\_\_\_

Supervisor: \_\_\_\_\_

### REASONS FOR DISCIPLINARY ACTION

Mark the appropriate one(s):

- Tardiness                       Excessive/Unauthorized Absences                       Insubordination/Attitude
- Unsatisfactory Performance                       Prohibited Conduct                       Other: \_\_\_\_\_

### Attach additional sheets for any of the following if needed:

Factual details of the issue or incident including specific dates and times:

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What workplace rule or handbook policy was violated? \_\_\_\_\_

How did the situation or incident impact the company and/or co-employees? \_\_\_\_\_

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Employee response: \_\_\_\_\_

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Has employee previously been disciplined for the same or similar issue/incident? \_\_\_\_\_

On what dates? \_\_\_\_\_

(Attach any previous disciplinary reports.)

Required improvement: (If using Performance Improvement Plan – attach plan.)

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Follow up date: \_\_\_\_\_ By: \_\_\_\_\_

Consequences for failure to improve or follow Performance Improvement Plan: \_\_\_\_\_

Disciplinary action to be taken:

Oral warning       Written warning       Suspension from work until \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_

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**EMPLOYEE ACKNOWLEDGMENT**

I have a copy of this report and I understand what is expected of me, as well as the repercussions if changes are not made.

Employee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

(If employee refuses to sign, note refusal on signature line, date, and include signature of individual noting the refusal.)