EMPLOYEE DISCIPLINARY ACTION FORM

Employee Name: Click or tap here to enter text. Today’s Date: Click or tap to enter a date.

Job Title: Click or tap here to enter text. Supervisor: Click or tap here to enter text.

**Type of Violation**

Refusal to comply with Company Policies  Disobedience and/or insubordination

Neglect of duty  Dishonesty  Habitual absences from work

Failure to maintain performance standards  Under the influence of drugs/alcohol while at work

Malicious destruction, misuse, or theft of Company property

Conducting personal business on work time  Engaging in Union activities on work time

Other: Click or tap here to enter text.

**Description of Violation**

Violation Date: Click or tap to enter a date.

Click or tap here to enter text.

**Type of Disciplinary Action Taken**

Verbal  Written  Suspension  Suspension pending discharge Termination

How long is employee suspended: Click or tap here to enter text.

**Acknowledgment of Receipt of Disciplinary Action Form**

I acknowledge a receipt of this form, and I  Agree  Do not agree

Employee statement: Click or tap here to enter text.

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Employee Signature Date

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Supervisor Signature Date