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