

# EMPLOYEE WARNING REPORT



EMPLOYEES RECEIVING THIS WARNING REPORT ARE HEREBY PUT ON NOTICE OF A VIOLATION OF COMPANY RULES, POLICIES, PROCEDURES, OR STANDARDS OF EMPLOYEE CONDUCT. ANY FURTHER VIOLATION(S) OF SUCH CONDUCT MAY RESULT IN FURTHER DISCIPLINE INCLUDING THE POSSIBLE TERMINATION OF EMPLOYMENT.

EMPLOYEE NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE NUMBER: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_ SHIFT: \_\_\_\_\_

TYPE OF VIOLATION(S)		(Check those that apply)	
<input type="radio"/>	ATTENDANCE	<input type="radio"/>	UNAUTHORIZED ABSENCE FROM WORK AREA
<input type="radio"/>	LATENESS/EARLY OUT	<input type="radio"/>	VIOLATION OF COMPANY POLICY OR PROCEDURES
<input type="radio"/>	CARELESSNESS	<input type="radio"/>	DAMAGE TO MATERIAL, PRODUCT AND/OR EQUIPMENT
<input type="radio"/>	INSUBORDINATION	<input type="radio"/>	SAFETY VIOLATION
<input type="radio"/>	UNFIT FOR DUTY: EXPLAIN	<input type="radio"/>	FAILURE TO FOLLOW INSTRUCTIONS
<input type="radio"/>	SUBSTANDARD WORK QUALITY	<input type="radio"/>	THREATENING OR ENGAGING IN VIOLENCE
<input type="radio"/>	HARASSMENT OF ANY KIND	<input type="radio"/>	VIOLATION OF EMPLOYEE CODE OF CONDUCT

Supervisor / Employer Statement		Employee's Statement	
Date of Violation:	Time:	<input type="radio"/>	I AGREE WITH SUPERVISOR/MANAGER STATEMENT
		<input type="radio"/>	I DISAGREE THE DISCRPTION OF THE VIOLATION FOR THE FOLLOWING REASON(S):

PREVIOUS WARNINGS				
DATE	ORAL	WRITTEN	OTHER	ISSUED BY:-----SUPERVISOR, MANAGER
			1st WARNING	
			2nd WARNING	
			3rd WARNING/FINAL	

ACTION TO BE TAKEN		TIME TABLE FOR IMPROVEMENT		
<input type="checkbox"/> WARNING	<input type="checkbox"/> DISMISSAL	<input type="checkbox"/> IMMEDIATE	<input type="checkbox"/> 30 DAYS	<input type="checkbox"/> OTHER
<input type="checkbox"/> SUSPENSION	<input type="checkbox"/> PROBATION		<input type="checkbox"/> 60 DAYS	
	<input type="checkbox"/> OTHER		<input type="checkbox"/> 90 DAYS	

### CONSEQUENCES OF NO IMPROVEMENT

WILL RESULT IN:  WARNING     SUSPENSION     DISMISSAL     OTHER

I HAVE READ THIS EMPLOYEE WARNING NOTICE AND FULLY UNDERSTAND IT  
 EMPLOYEE DECLINES TO SIGN THIS WARNING

EMPLOYEE ACKNOWLEDGES RECEIPT \_\_\_\_\_ DATE \_\_\_\_\_ SUPERVISOR'S/MANAGER'S SIGNATURE \_\_\_\_\_