



NOTICE OF VIOLATION, WARNING AND DISCIPLINE

Employee _____ Date _____

SS# XXX-XX-_____ Job Site Location _____

Company Violation:

- | | |
|--|--|
| <input type="checkbox"/> Insubordination | <input type="checkbox"/> Falsifying Doc/ Time Card |
| <input type="checkbox"/> Absenteeism | <input type="checkbox"/> Fighting/ Weapon Use |
| <input type="checkbox"/> Tardiness | <input type="checkbox"/> Leaving without Permission |
| <input type="checkbox"/> Dress Code Violation | <input type="checkbox"/> Refusal to Obey Orders |
| <input type="checkbox"/> Dishonesty | <input type="checkbox"/> Theft |
| <input type="checkbox"/> Destruction of Property | <input type="checkbox"/> Harassment |
| <input type="checkbox"/> Not Meeting Production/Job Standard | <input type="checkbox"/> Sleeping or Loafing on Duty |
| <input type="checkbox"/> Drinking/ Drug Violation | <input type="checkbox"/> Violation of Company Policy |
| <input type="checkbox"/> Safety Rule Violation | <input type="checkbox"/> Other (explain in remarks) |

Remarks: _____

Discipline Action Taken: ☐ Written Warning ☐ Verbal Warning ☐ Suspension (without pay)

Supervisor Signature _____ Date _____

Please be sure that this does not happen again. The repetition of this offensive or violation of any other company policy, rule or procedure may result in further discipline, up to and including discharge. YOUR JOB IS IN JEOPARDY.

I have received and understand this warning _____
Signature of Employee

The above offense has been noted and is made part of the employee's record as of this date. Original document to employees file, copy of this given to employee.

If employee refuses to sign this document, simply note the same on the form. Employee's refusal to sign this document does not negate the Discipline and/or Discharge in anyway.