



DISCIPLINARY ACTION NOTICE

Employee Name: _____

Company: _____

Date: _____

Disciplinary action:

- 1) Verbal warning
- 2) Written warning
- 3) Sent home for that day
- 4) Indefinite suspension and/or termination

Infraction:

- | | | |
|---|-----------------------------------|---|
| <input type="checkbox"/> Safety rules | <input type="checkbox"/> PPE | <input type="checkbox"/> Unsafe use of tools or equipment |
| <input type="checkbox"/> Harassment | <input type="checkbox"/> Violence | <input type="checkbox"/> Insubordination |
| <input type="checkbox"/> Unsafe practice or procedure | | <input type="checkbox"/> Other |

Comments:

Employee Signature: _____

Management Signature: _____ 

All infractions will be documented, and a copy retained on the employee file.