

**EMPLOYEE INFORMATION:**

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Manager Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

**WARNING TYPE:** Verbal Written Final Suspension Termination**TYPE OF VIOLATION:**

<input type="checkbox"/> Attendance	<input type="checkbox"/> Violence	<input type="checkbox"/> Safety	<input type="checkbox"/> Drug/Alcohol Abuse	<input type="checkbox"/> Job Abandonment
<input type="checkbox"/> Performance	<input type="checkbox"/> Language	<input type="checkbox"/> Conduct	<input type="checkbox"/> Quality of Work	<input type="checkbox"/> Other (specify)
<input type="checkbox"/> Harassment	<input type="checkbox"/> Insubordination	<input type="checkbox"/> Theft	<input type="checkbox"/> Damaged Equipment	

**DETAILS:**

1. **Description of Violation:** (include, dates, times, people involved, and other relevant facts)

---

---

---

---

2. **Plan for Improvement:** (include goals, addition training, plans for follow up, etc.)

---

---

---

---

Follow up Date: \_\_\_\_\_

3. **Employee Comments:** (this section to be completed by the employee)

---

---

---

---

4. **Further Action:** Any future violations of this policy or any other company policy or procedure will result in additional disciplinary action up to and including termination of employment.

**CORRECTIVE ACTION HISTORY:**

Date Corrective Action was Given	Level of Corrective Action	Reason for Corrective Action
	Verbal Warning	
	Written Warning	
	Final Warning	
	Suspension Dates	

**ACKNOWLEDGEMENT:**

Employee Signature\*: \_\_\_\_\_

Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*By signing this form, you acknowledge that the conversation occurred and understand the contents of this warning.

A copy of this document, signed or unsigned by the employee, will be filed in the employee personnel file.

Document History:	Document Type: Corrective Action	Implementation Date: 01/01/2018	Version: 1.0	Last Revised: 01/01/2018	Page Number: 1
-------------------	-------------------------------------	------------------------------------	-----------------	-----------------------------	-------------------