HR-1 SOURCE

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EMPLOYEE DISCIPLINARY REPORT

Copy to: ☐ Employee ☐ Employee Representative ☐ Other: _____

Employee Name: _____ SSN: _____-_____-_____

Date of Incident: _____/_____/_____ Time of Incident: _____

Check which of the following applies:

☐ Unexcused Absence	☐ Improper Conduct	☐ Threatening or engaging in violence
☐ Tardiness	☐ Leaving without permission	☐ Lack of cooperation / teamwork
☐ Dishonesty	☐ Substandard work	☐ Failure to follow instructions
☐ Harassment	☐ Substandard housekeeping	☐ Destruction of company property
☐ Theft	☐ Violation of safety rules	☐ Violation of company policy
☐ Carelessness	☐ Alcohol / Drugs while on duty	☐ Reported under the influence
☐ Falsified application	☐ Excessive idleness / breaks	☐ Insubordination

Details of Incident: _____
_____
_____
_____

Witnesses:
(1) _____ (2) _____

**** This report is to be made part of the official record and placed in the above-mentioned employee's file. ****

Action to be taken: ☐ Warning ☐ Probation ☐ Suspension ☐ Final Warning ☐ Termination

Timetable for Improvement: ☐ Immediate ☐ 30 days ☐ 60 days ☐ 90 days
☐ Other: _____

Signature of Supervisor: _____ Date: _____/_____/_____

Company Name: _____ Phone: (____) _____-_____

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THIS REPORT

Signature of Employee: _____ Date: _____/_____/_____

Employee Comments: _____
_____
_____
_____
_____