RECORD OF DISCIPLINARY ACTION

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| --- | --- |
| **Employee Name** | **Employee Title** |
| **Manager Name** | **Manager Title** |
| **Today’s Date** | **Incident Date** |
| **Incident Time** | **Incident Location** |

**Description of Incident**

**Witnesses to Incident:**

**Was this incident in violation of a company policy? Yes No**

**If yes, specify which policy and how the incident violated it.**

**Names of those in attendance at current disciplinary action meeting:**

**What action will be taken against the employee?**

**Has the impropriety of the employee’s actions been explained to the employee? Yes No**

**Did the employee offer any explanation for the conduct? If so, what was it?­­­**

**Corrective or disciplinary action to be taken:**

** Verbal  Written  Probation  Suspension  Other (explain below)**

**(If on probation, period begins and ends )**

**Goals to be Achieved:**

**Consequences for failure to improve performance or correct behaviour:**

**Prior discussions or warnings on this subject, whether oral or written:**

**Employee statement:**

**I acknowledge that I have read and understand the above information and consequences.**

**Employee Signature Date**

**Supervisor Signature Date**

Distribution: One copy to Employee, one copy to Supervisor and original to Personnel File.