

## Reprimand Form

EMPLOYEE DISCIPLINE FORM			
<b>Employee Name:</b>		<b>Postion:</b>	
<b>Supervisor Name:</b>		<b>Warning Date:</b>	
SECTION A: WARNING TYPE & REASON			
TYPE OF WARNING			
<input type="checkbox"/> First Warning <input type="checkbox"/> Second Warning <input type="checkbox"/> Third Warning <input type="checkbox"/> Fourth Warning			
REASON FOR WARNING			
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> Tardiness / Leaving Early  <input type="checkbox"/> Absenteeism  <input type="checkbox"/> Breach of Company Policy  <input type="checkbox"/> Conduct  <input type="checkbox"/> Disregard to Verbal or Written Instruct           </div> <div style="width: 50%;"> <input type="checkbox"/> Insubordination  <input type="checkbox"/> Perfomance  <input type="checkbox"/> Work Quality or Quantity  <input type="checkbox"/> Damage or Theft of Company Property  <input type="checkbox"/> Other _____           </div> </div>			
SECTION B - DETAILS			
Description of Infraction:			
SECTION C - CORRECTIVE ACTION			
SECTION D - VERIFICATION			
<b>TITLE:</b>	<b>NAME:</b>	<b>SIGNATURE:</b>	<b>DATE:</b>
Employee:			
Supervisor:			
Witness			
SECTION E - FOLLOW UP TRAINING			
Presented By:			
Topic of Training and Material Covered:			
Date of Training:			
Trainee Signature:			

## **Warning Notice Procedure:**

*These warnings are the minimum and depending on the severity of the infraction can be changed to a more severe warning.*

1. **First Warning** will result in a verbal warning. The employee will be met with and informed that he or she is being issued a verbal warning and informed of the infraction, rule or procedure that was violated and the corrective action to be taken. Proper procedure will be discussed to clarify the situation and allow the employee to correct the behaviour. This person making this verbal warning will inform the operations manager of their branch that this warning has been issued, so the operations manager may make written record for the warning. A Safety Reprimand Form will serve as the written record for this warning.

2. **Second Warning** will result in a written reprimand and additional training. The reprimand will be written on the Safety Reprimand Form and will describe the action or behavior that needs correction. The employee receiving the reprimand has the right to submit a written rebuttal to the reprimand. The employee must sign the reprimand. The reprimand and the rebuttal will become part of the employee's employment records.

3. **Third Warning** will result in another written reprimand (using the standard form) and punitive layoff, the duration of which will be decided at the time of disciplinary action and is to be weighed by the severity of the offense. Again, the employee may submit a rebuttal to the reprimand. The employee must sign the reprimand. The reprimand and any rebuttal will become a part of the employee's employment record.

4. **Fourth Warning** will result in removal from work site.

**The above actions are to be placed against a sliding twelve - month scale. In the case of a serious violation such as theft of company property, the manager has the option to terminate the violator with no further warning.**