**DISCIPLINARY REPORT**

Logo

Description automatically generated

Copy to:  File  Personnel Representative  Other \_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Divison\_

Date of Incident \_\_\_\_\_\_\_ Time of Incident

**Action to be taken:**   Warning  Suspension  Dismissal

This report is to be part of the official record of the above mentioned person.

**Nature of Incident:**

1.  Unexcused **11**. Gossip
2.  Tardiness **12**. Improper conduct
3.  Being Disrespectful **13**. Not completing tasks
4.  Insubordination **14**. Not clocking out for lunch and breaks.
5.  Use of illegal drugs while on duty **15**. Carelessness
6.  Failure to follow instructions **16**. Personal emails/text company time.
7.  Fighting on company premises **17**. Personal calls on company time.
8.  Leaving without permission **18**. Theft (stealing)
9.  Dishonesty **19**. Violation of company rules of conduct
10.  Substandard work **20.** Other Dependability

**Company Representative’s Remarks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **PROBATION**  I have read this report

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Company Representative Date Signature Date

**THE ABOVE OFFENSE OR OFFENSES HAVE BEEN NOTED AND ARE MADE PART OF THE**

**ABOVE PERSONNEL FILE AS OF THIS DATE.**

**OFFENSE NUMBER 1 2 3 4 5**

**Additional Remarks:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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