## EMPLOYEE DISCIPLINE NOTICE

| | | | | | |
|---|---|---|---|---|---|
| Name: | | | | Payroll #: | |
| Company: | | | | | |
| Job #: | | Date & Time: | | # of Previous Warnings: | |

| | INFRACTION | DETAILS |
|---|---|---|
| ☐ | Insubordination | |
| ☐ | Safety Infraction | |
| ☐ | Failure to Report Off | |
| ☐ | Poor Work | |
| ☐ | Absenteeism | |
| ☐ | Lateness | |
| ☐ | Conduct | |
| ☐ | Unfit to Work | |
| ☐ | Other (specify) | |

Name of Union Steward/Suitable Witness present during the discussion of this incident:

_____

| | ACTION TAKEN: | EFFECTIVE: | |
|---|---|---|---|
| ☐ | Verbal Warning | Date: | _____ |
| ☐ | Written Warning | Date: | _____ |
| ☐ | Suspension | Duration: | _____ |
| ☐ | Dismissal | Date: | _____ |

**SIGNATURES**
I have read and understand this Discipline Notice.

| | | | |
|---|---|---|---|
| Employee's Signature | Date | Supervisor's Signature | Date |
| Steward's/Witness' Signature | Date | Project Manager or HR Signature | Date |