



Employee Disciplinary Action Form

Date: _____ Time: _____

Place Violation Occurred: _____ Date of Issuance: _____

Employee Information:

Name: _____

Position: _____ Department: _____

Superior: _____ HOD: _____

Type of Violation:

<input type="checkbox"/> Tardiness/Leave Early	<input type="checkbox"/> Absenteeism	<input type="checkbox"/> Violation of Company Policies
<input type="checkbox"/> Substandard Work	<input type="checkbox"/> Violation of Safety Rules	<input type="checkbox"/> Rudeness to Co-workers
<input type="checkbox"/> Other: _____		

Details:

Description of Infraction:

Employee Statement:

Superior/HOD Comment:

Name _____ Signature _____ Date _____



Type of Warning:

☐

Verbal Warning

☐

First Warning

☐

Second Warning

☐

Third Warning

☐

Final Warning

Other :

Remarks/Note by Company:

Note to Employee:

Employee Acceptance:

I hereby agree and accept the above warning and I agree to comply with Company's policies and guidelines expected of me as an employee.

Signature

Date

Human Resource

Discipline action received, investigated and action taken in accordance with Company's policies and guidelines

Name

Position

Signature

Date

HR Dept:

Kindly furnish the employee the original signed copy of this form. A copy of this form to be kept in the Employee's Personal File.