Professional Business Solutions
Empowering Business

Employee Disciplinary Report

Copy To: ☐ Employee ☐ Employee's Personnel Representative ☐ Other _____

Name: _____	Subscriber _____
Social Security # _____	Department _____
Date of Incident _____	Time of Incident _____

Action to be taken: ☐ Warning ☐ Suspension ☐ Dismissal

This report is to be made part of the official record of the above-mentioned employee.

Nature of incident

1. ☐ Unexcused Absence	11. ☐ Housekeeping
2. ☐ Tardiness	12. ☐ Improper Conduct
3. ☐ Drinking while on duty	13. ☐ Reporting under the influence of alcohol
4. ☐ Insubordination	14. ☐ Violation of safety rules
5. ☐ Dishonesty	15. ☐ Carelessness
6. ☐ Use of Illegal drugs while on duty	16. ☐ Destruction of company property
7. ☐ Failure to follow instructions	17. ☐ Defective and improper work
8. ☐ Fighting on company premises	18. ☐ Theft (stealing)
9. ☐ Leaving without permission	19. ☐ Violation of company rules of conduct
10. ☐ Substandard work	20. ☐ Other _____

Supervisor Remarks:

_____

_____

_____

_____

Witness: _____

Employee's Remarks:

_____

_____

_____

_____

☐ PROBATIONARY EMPLOYEE I have read this report

_____ _____

Manager/ Supervisor Signature Date

THE ABOVE OFFENSE OR OFFENSES HAVE BEEN NOTED AND ARE MADE A PART OF THE ABOVE EMPLOYEE'S PERSONNEL FILES AS OF THIS DATE

OFFENSE NUMBER 1 2 3 4 5

LAST OFFENSE _____ _____

Date Signature of Employee Date

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