Employee Disciplinary Report™

Name			Division
Name		Department	
Date of Incident		Time of Incident	
1. Unexcused 2. Tardiness	Absence	8. Harassment 9. Leaving without permission	15. Carelessness 16. Destruction of company property
3. Drinking /	drugs while on duty	10. Theft	17. Improper conduct
=	ng or engaging in violence	11. Substandard work	18. Violation of company rules of conduct
5. Dishonesty	•	12. Substandard housekeeping	(Refer to specific rule, if applicable
=	operation / teamwork follow instructions	13. Violation of safety rules 14. Reporting under the influence of	19. Other
Facts of the Incide			
WitnessesEmployee's Comm			
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Employee's Comm	ents: Suspe		
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