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| **Disciplinary Action Form**  (The company does not have a progressive discipline policy and will issue warnings or terminate based on violation type) | | |
| **Company Name:** | | **Employee Name:** |
| **Disciplinary Meeting Date:** | | **Warning Type** (Verbal, Written, Final): Choose an item. |
| **History of previous signed and/or witnessed written and verbal warnings in the last 12-months:**  **Date**:       **Discipline Issued**: Choose an item. **Violation Type**: Choose an item.  **Date**:       **Discipline Issued**: Choose an item. **Violation Type**: Choose an item.  **Date**:       **Discipline Issued:** Choose an item. **Violation Type**: Choose an item. | | |
| **Manager – In the box below describe the behavior, when it occurred, the policy, procedure, or rule violated:** | | |
|  | | |
| **Employee – You have the option of Providing a written statement or enter “None” below** (Senior management or Human Resources reviews statements before placing a disciplinary warning in an employee’s file): | | |
|  | | |
| **Manager – State the expected corrections and sustained performance moving forward**: | | |
|  | | |
| **Consequence** (Check One. Click to check the box that matches the warning type indicated above): | | |
|  | You must make immediate and sustained improvement in the area(s) described above. Continued violations may result in disciplinary action up to an including termination from employment. Any other violations may also result in disciplinary action up to and including termination (check this box for verbal and written warnings).  This is your final warning. Future or similar violations in the areas above may result in termination from employment. | |
| **I have read and received a copy of this warning**:  Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **I explained and issued a copy of this warning to the employee**:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Manager/Supervisor Print Name Manager/Supervisor Signature Date  **Instructions:** Employee receives a copy immediately following the disciplinary meeting. If employee declines to sign, another manager signs below as a witness. Provide a copy to the employee with the witness’s signature.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_  Witness Print Name/Title Witness Signature Date | | |

Instructions

1. From the dropdown list select the warning type, such as Written Warning Severity Level-1, Written Warning Severity Level-2, and Final Warning. Disciplinary action is not progressive and therefore may start at any level based of severity (e.g. a disciplinary action may move to Written Warning Severity Level-1 to a Final Warning, skipping the Written Warning Severity Level-2.)
2. List any previous written warnings issued to the employee that ware signed by the employee, or if employee refused to sign includes a witness signature. Include the date issued and use the dropdown list for the type of warning and violation.
3. Write-ups include the following elements provided by the manager:
   1. Brief narrative of the behavior that violated a policy, procedure or rule.
   2. The name and description of the policy, procedure, or rule violated.
   3. An explanation of the expected and sustained behavior in the future.
   4. Consequences similar violations in the future.
4. The employee and the manager should sign write-ups, or if the employee declines so sign, the write-up must include another manager’s signature as a witness confirming the employee received a copy of the write-up. Employees leave a disciplinary meeting with a copy of the write up that the employee and the manager signed, or signed by the manager and another witnessing manager.

***VirtualHRPros.com ® offers training and consulting services for employers and managers in areas of employee engagement, such as coaching and corrective action management.***

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