



# Disciplinary Action Notice

Date: \_\_\_\_\_ Company: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Job Site: \_\_\_\_\_

Disciplinary Action:

- 1. Verbal Warning
- 2. Written Warning
- 3. Sent home for two (2) days
- 4. Indefinite Suspension and/or Termination

Infraction:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Safety Rules                 | <input type="checkbox"/> PPE             | <input type="checkbox"/> Unsafe use of Tools or Equipment |
| <input type="checkbox"/> Unsafe Practice or Procedure | <input type="checkbox"/> Insubordination | <input type="checkbox"/> Other                            |

Comments:

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Employee Signature: \_\_\_\_\_

Issuer Signature: \_\_\_\_\_

All infractions will be documented, and a copy retained on file