



# EMPLOYEE DISCIPLINARY ACTION FORM

Employee: \_\_\_\_\_ Date of Warning: \_\_\_\_\_

Job: \_\_\_\_\_ Supervisor: \_\_\_\_\_

**TYPE OF VIOLATION:**

- Attendance  Carelessness  Disobedience
- Safety  Tardiness  Work Quality
- Other \_\_\_\_\_

**WARNING:**

Violation Date: \_\_\_\_\_

Violation Time: (am/pm) \_\_\_\_\_

Place Violation Occurred: \_\_\_\_\_

**EMPLOYER STATEMENT**

**EMPLOYEE STATEMENT**

**WARNING DECISION**

Approved By: \_\_\_\_\_

Name	Title	Date
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List All Previous Warnings (when warned and by whom):

Previous Warning:                    1<sup>st</sup> Warning

Date \_\_\_\_\_

Verbal \_\_\_\_\_

Written \_\_\_\_\_

Previous Warning:                    2<sup>nd</sup> Warning

Date \_\_\_\_\_

Verbal \_\_\_\_\_

I have read this "warning decision".  
I understand it and have received a  
copy of the same.

\_\_\_\_\_  
Employee Signature                    Date

\_\_\_\_\_  
Supervisor's Signature                    Date

Copy Distribution



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Written \_\_\_\_\_

Employee  Supervisor  Office