**Record of Disciplinary Action**

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Employee Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager Name</td>
<td>Manager Title</td>
</tr>
<tr>
<td>Today’s Date</td>
<td>Incident Date</td>
</tr>
<tr>
<td>Incident Time</td>
<td>Incident Location</td>
</tr>
</tbody>
</table>

**Description of the incident that occurred:**

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

**Witnesses to the incident (if applicable):**

__________________________________________
__________________________________________

**Names of those in attendance at current disciplinary action meeting:**

____________________________________________________________________________________
____________________________________________________________________________________

**Corrective or disciplinary action to be taken:**

- [ ] Verbal
- [ ] Written
- [ ] Probation
- [ ] Suspension
- [ ] Other (explain below)

____________________________________________________________________________________

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(If on probation, period begins ________________ and ends ___________________.)

Goals to be Achieved:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Consequences for failure to improve performance or correct behavior:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Prior discussions or warnings on this subject, whether oral or written:

____________________________________________________________________________________

____________________________________________________________________________________

Employee statement:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

I acknowledge that I have read and understand the above information and consequences.

_________________________________________  _____________________________
Employee Signature                                      Date

_________________________________________  _____________________________
Supervisor Signature                                   Date