

# **EMPLOYEE DISCIPLINE REPORT**

## **WRITTEN WARNING**

The purpose of this notice is to provide you with an opportunity to correct the conduct that led to the issuance of this warning. If this conduct is repeated, or if you engage in any other misconduct, you may be subject to further disciplinary action, up to and including dismissal.

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**Production Name**

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**Employee Name**

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**Position / Title**

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**Date / Time of Incident**

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**Date of Report**

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**Location of Incident**

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**Describe the Incident / Violation:**

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**Describe corrective instructions given to the employee:**

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This warning has been issued to \_\_\_\_\_  
With the appropriate instructions.

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Supervisor Shop

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Steward/ union representative

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I have received a copy of this notice. I have read and understand the notice and have had an opportunity to discuss it with my supervisor and/or Production Manager.

**Employee Comments:**

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**Employee signature**

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**Date**

This report should be signed by all parties and returned to the Production Manager.