



B-Kwik Food Mart

Employee Reprimand

Employee

SSN

Department/Store

BSI believes that every individual wants to know if satisfactory performance is not being given and/or Company policies and procedures are being violated.

The purpose of this notice is to call your attention to any problem area(s) and give you the opportunity to correct it. It does not create an employment contract. A copy of this notice will be placed in your personnel file and may be considered in the future disciplinary actions.

Your conduct/job performance is not in keeping with the Company policies and procedures for the following reasons:

Violation of Company Policy/Procedure

Conduct

Rule Violated:

Other:

Substandard Work Performance

Has previous counseling been given within the last 12 months:

No

Yes *

*The Company reserves the right to deviate from the above stages of corrective action when circumstances require it.

Brief description of facts concerning misconduct or violations of policy:

Give exact time (shift hours), date and specific details. Use reverse if needed.

Corrective action to be takes / remarks

I have read and understand the above reprimand notice.

Employee Signature

Print Name

Date

Notice Prepared By Signature

Print Name & Title

Date

