

WARNING FORM (HR-D-5)



Name of Employee	Name <input type="text"/>		Surname <input type="text"/>	
Employee No.	<input type="text"/>	Position	<input type="text"/>	
Date of Warning	<input type="text"/>	Place of Warning	<input type="text"/>	
Previous corrective action:	<input type="text"/>			
Previous warnings :	<input type="text"/>			

This is a	<input type="text"/>	Valid for	<input type="text"/>
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Type of misconduct (refer to Disciplinary Code)	<input type="text"/>
Details:	<div style="border: 1px solid black; height: 150px; width: 100%;"></div>
Additional Pages added	<input type="text"/>

NOTE	Copy of form must be placed on employee file and removed once warning expires.
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Employer		Employee		Witness	
Date	Signature	Date	Signature	Date	Signature
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(If applicable) The warning was read to the employee but employee refuses to sign					<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>The warning has been read to the employee and is fully understood. He/She is aware of the contents of this form and acknowledges receipt of a copy. The signature of the employee signifies that he/she has received the notice of disciplinary action, whether or not he/she agrees with such action. Failure of the employee to sign this notice does not invalidate it.</i>					