

Employee Warning Record

ate of Violation	Employee's Name	Employe	e Number	Department
ate of Violation	Time	AM PM	Date of warning	
astering of Violation Safety violation Abuse of equipment Absence Substandard work	Warning			
Safety violation Abuse of equipment Abusence Substandard work Conduct Tardiness Attitude Carelessness	Date of Violation	Time of Violation	Pla	ace Violation Occurred
Carelessness Disobedience Carelessness Disobedience Carelessness Disobedience Carelessness Disobedience Carelessness Care	Nature of Violation			
Disobedience	Safety violation	☐ Abuse of equipment	Absence	Substandard work
as employee been warned previously? Yes No //hen warned and by whom	☐ Conduct	☐ Tardiness	Attitude	☐ Carelessness
as employee been warned previously?	Disobedience			
as employee been warned previously?	Company Remarks			
And the warned and by whom	Joinpuny Hemarks			
remote warning serbal 1st Warning		ously?		
erbal 1st Warning 2nd Warning 3rd Warning	When warned and by whom			
### And the part of the employee indicates his/her agreement with the report as stated. #### And the part of the employee indicates his/her agreement with the report as stated. ###################################	Form of warning			
mployee's Remarks he absence of any statement on the part of the employee indicates his/her agreement with the report as stated. have entered my version of the matter above. mployee's Signature	Verbal 1st Warning	2nd Warning		3rd Warning
he absence of any statement on the part of the employee indicates his/her agreement with the report as stated. have entered my version of the matter above. mployee's Signature	Written 1st Warning	2nd Warning		3rd Warning
ction to be Taken the absence of any statement on the part of the employee indicates his/her agreement with the report as stated. have read this warning and understand it. Employee's Signature Date Ignature of person who prepared warning Time Date istribution of copies Employee Supervisor Personnel Department Employee's Union Representative				
the absence of any statement on the part of the employee indicates his/her agreement with the report as stated. That is a stated and it is the part of the employee indicates his/her agreement with the report as stated. The plane is a stated and it is in the part of the employee's Signature and understand it. The plane is a stated and it is in the part of the employee's Signature and it is i	have entered my version of the m	natter above.		
he absence of any statement on the part of the employee indicates his/her agreement with the report as stated. have read this warning and understand it. Employee's Signature Date Ignature of person who prepared warning Time Date upervisor's Signature Date istribution of copies Employee Supervisor Personnel Department Employee's Union Representative	Employee's Signature			Date
have read this warning and understand it. Employee's Signature Time Date Upervisor's Signature Date Date Date Date Date	Action to be Taken			
Employee's Signature Time Date	The absence of any statement on t	the part of the employee indicates his	/her agreement with the rep	ort as stated.
upervisor's Signature Date istribution of copies Employee Supervisor Personnel Department Employee's Union Representative	have read this warning and unde	rstand it Employee's Signature		Date
istribution of copies Employee Supervisor Personnel Department Employee's Union Representative	Signature of person who prepared war	rning	Time	Date
Employee Supervisor Personnel Department Employee's Union Representative	Supervisor's Signature			Date
	Distribution of copies			
	☐ Employee ☐ Supervisor	Personnel Department	Employee's Union Repr	esentative 145/10