

## WRITTEN WARNING FORM

**REMINDER: EXPLAIN TO EMPLOYEE THAT THIS IS NOT A DISCIPLINARY HEARING, BUT HE /SHE STILL HAS THE RIGHT OF REPRESENTATION; INTERPRETATION; TO QUESTION EVIDENCE; TO STATE THEIR CASE AND TO APPEAL AGAINST THIS WARNING.**

DATE: \_\_\_\_\_  
NAME AND SURNAME: \_\_\_\_\_  
CO. NO.: \_\_\_\_\_ POSITION: \_\_\_\_\_  
PREMISES: \_\_\_\_\_  
DATE OF THE OFFENCE/S: \_\_\_\_\_  
REASONS (OFFENCES): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TYPE OF WARNING: **1) VERBAL 2) FIRST 3) SECOND 4) SERIOUS**  
WARNING GIVEN: \_\_\_\_\_ PERIOD ON FILE (VALIDITY): \_\_\_\_\_

**REMINDER: EXPLAIN TO THE EMPLOYEE THE REASONS FOR THE TYPE OF WARNING THAT IS GIVEN TO THE SPECIFIC OFFENCE.**

CONSEQUENCES IF THE EMPLOYEE DOES NOT CHANGE BEHAVIOUR: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMMENTS BY EMPLOYEE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PREVIOUS DISCIPLINARY ACTION (still valid on file) DATE AND OFFENCE:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

**EMPLOYEE:** \_\_\_\_\_ **CO. NO.** \_\_\_\_\_

\_\_\_\_\_  
**EMPLOYEE SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**MANAGER SIGNATURE**

\_\_\_\_\_  
**WITNESS SIGNATURE**