



PIPING SYSTEMS, INC.

More Than Just Piping.

DOCUMENTATION OF WRITTEN WARNING

(This document is to be used if verbal counseling for a repeated offense has not been corrected)

This written warning is issued for your failure to meet the performance expectations of your position. Failure to adhere to the conditions of this written warning, development of new or related problems, and/or continued unsatisfactory performance will lead to more serious corrective action up to and including termination of your employment.

Employee name: _____ Position: _____

Date Issued: _____ Supervisor: _____

Violation(s):

Violation Information:

- Attendance Carelessness Disobedience
- Safety Tardiness Work Quality
- Other (i.e. dress): _____

Date: _____

Time: _____

Location: _____

Employer's Statement of Facts:

Employee's Statement:

Warning Decision: Probation until: _____ Suspension until: _____

Decision must be approved by Operations Manager: _____

Previous Warnings: Date: _____ Verbal Written

Previous Warnings: Date: _____ Verbal Written

Previous Warnings: Date: _____ Verbal Written

The previous warning dates can be obtained by calling the office.

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

COPY DISTRIBUTION: Employee HR Department Supervisor