



## EMPLOYEE WARNING REPORT

Employee:		
Social Security #	Client Co.	Dept.
Warning Date	Violation Date	
Violation Time	Violation Place	

VIOLATION	VIOLATION
Alcohol/Drug Abuse <input type="checkbox"/>	Insubordination <input type="checkbox"/>
Attendance <input type="checkbox"/>	Safety Violation <input type="checkbox"/>
Behavior <input type="checkbox"/>	Tardiness <input type="checkbox"/>
Conduct <input type="checkbox"/>	Unsatisfactory Work <input type="checkbox"/>
Policies and Procedures <input type="checkbox"/>	Work Rule <input type="checkbox"/>
Fighting <input type="checkbox"/>	Other: <input type="checkbox"/>

COMPANY STATEMENT
Description of incident: _____ _____ _____ _____ _____
By: _____ Title: _____ Date: _____

EMPLOYEE STATEMENT
<input type="checkbox"/> I agree with the company statement <input type="checkbox"/> I do not agree with the company statement
Employee Comments: _____ _____ _____ _____ _____
Employee Signature: _____ Date: _____

\* Verbal warnings do not require the employee's signature. Written warnings must be signed by the employee. Reports of both verbal and written warnings must be filed in the employee's file. It is not necessary to give the employees a copy of the verbal reports. Employees must be given a copy of written warning reports.