



**Employee Verbal Counseling Form**

Employee Name: **Kim Som**

Date: **12-4-17**

Department: **Dimension**

Place of incident:

Indicate if:       Coaching/Counseling Session                       Verbal Reprimand

Summary of incident and/or reason for warning or counseling: **Not immediately reporting an injury to her supervisor.**

Summary of corrective action needed: : **Kim must understand that she needs to report all injuries, no matter how small they may seem, to her Supervisor immediately.**

It is expected that the condition noted above will be corrected immediately. In the event this condition is not corrected, or another offense occurs, you will be subject to further disciplinary action, up to and including termination.

Employee Signature Kim Som Date \_\_\_\_\_

(Your signature is intended only to acknowledge receipt of the notice; it does not imply agreement or disagreement with the notice itself.)

Manager Signature [Signature] Date 12-4-17