

# Discipline Documentation Form

## Employee Information

Name of Employee: \_\_\_\_\_

Employee's Job Title: \_\_\_\_\_

## Incident Information

Date/Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Description of Incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Witnesses to Incident: \_\_\_\_\_

Was this incident in violation of a company policy? **Yes**      **No**

If yes, specify which policy and how the incident violated it. \_\_\_\_\_

\_\_\_\_\_

## Action Taken

What action will be taken against the employee? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has the impropriety of the employee's actions been explained to the employee? **Yes**      **No**

Did the employee offer any explanation for the conduct? If so, what was it? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of person preparing report: \_\_\_\_\_

Date: \_\_\_\_\_