

# MORRIS MURDOCK

## TRAVEL

### EMPLOYEE DISCIPLINARY NOTICE

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

Office Location \_\_\_\_\_

Name: \_\_\_\_\_

Department: \_\_\_\_\_

#### TYPE OF VIOLATION

Attendance/Punctuality

Performance (Substandard work)

Violation of Company Policy

Insubordination (Failure to follow instructions)

Harassment

Other Improper Conduct: \_\_\_\_\_

Action to be Taken:  Written Warning  Probation

Date of Probation: From: \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_

Total time: \_\_\_\_\_

Manager's Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

1. Describe incident in detail including specific facts, background information, dates and times, date of verbal warning.

\_\_\_\_\_  
\_\_\_\_\_

2. Cite how this interferes with work environment, employee performance, customer/vendor/supplier relations, business operation or the well-being of other employees:

\_\_\_\_\_  
\_\_\_\_\_

3. Explain in detail what employee must do to improve performance or change behavior (set goals):

Goal(s)

Time Period or Date to be Accomplished

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. State consequences if improvements are not achieved by date specified or if they are not maintained during employment:

\_\_\_\_\_  
\_\_\_\_\_

Employee Response: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I have read and discussed the above incident and received a copy of this form. I understand that my signing this form is not an admission of guilt, but an acknowledgment that I understand the charge and what is expected of me in relation to that charge

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Employee refused to sign the Disciplinary Notice

Executed copy sent to Human Resources