



## EMPLOYEE DISCIPLINARY WARNING NOTICE

Employee Name: \_\_\_\_\_ Employee No.: \_\_\_\_\_

Date of Violation/Warning: \_\_\_\_\_ Job Trade: \_\_\_\_\_

Job Name: \_\_\_\_\_ Job No.: \_\_\_\_\_

Foreman: \_\_\_\_\_ Project Manager: \_\_\_\_\_

First Infraction – Written Warning / 1 Day Off \_\_\_\_\_

Second Infraction – Written Warning / 2 Days Off \_\_\_\_\_

Third Infraction – Written Warning / 1 Week Off \_\_\_\_\_

Fourth Infraction – Termination of Employment \_\_\_\_\_

### Type of Violation

☐ Conduct on the job

☐ Ignoring directions or warnings

☐ Safety

☐ Other \_\_\_\_\_

Explanation of the Infraction:

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

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