

# MILITARY RESTAURANT HOLDINGS

## DISCIPLINARY ACTION FORM

NAME: \_\_\_\_\_

DATE INCIDENT OCCURRED: \_\_\_\_\_

STORE NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

MANAGER / G.M. \_\_\_\_\_

Type of Corrective Action:    ☐ Written Warning                      ☐ Suspension

|  |   |
|--|---|
| _____ Tardiness  | _____ Violation of the Cash Handling Policy |
| _____ Refusal to Obey Orders / Insubordination               | _____ Uniform Policy Violation              |
| _____ Abuse of an Employee, Guest or Company Property        | _____ Cash Shortage or Overage              |
| _____ Leaving Work without Permission                        | _____ Issue of Integrity / Dishonesty       |
| _____ Negative Confrontation w/ a Guest, Employee or Manager | _____ Willful Failure to Perform Job        |
| _____ Breaking Company Policy or Procedures                  | _____ Other                                 |

SUMMARY OF REASON:                      ☐ BACK UP DOCUMENTS ATTACHED

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

List Back Up Documents Attached if Applicable \_\_\_\_\_

### IMPROVEMENT REQUIRED:

Sustained and immediate improvement is expected on the following issues:

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

\_\_\_\_\_ Manager is to check and initial this line if this is a last chance warning. If checked, you need to know that your job is in jeopardy. Any further violations in policies will result in the immediate termination of your employment. \_\_\_\_\_ Employee Initial for Acknowledgement

### EMPLOYEE COMMENTS:

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

I understand that further incidents of this kind or any other violations of other Company rules or procedures, will result in disciplinary action up to and including termination. Employee's signature only acknowledges receipt of this warning.

\_\_\_\_\_  
Employee's Signature                      /    Date

\_\_\_\_\_  
Manager's Signature / Printed Name

\_\_\_\_\_ Employee was given a copy of this warning and relevant documentation

**Employee is to receive a copy of the warning and all relevant documentation that supports the warning.**