

# MILITARY RESTAURANT HOLDINGS

## DISCIPLINARY ACTION FORM

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

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

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

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

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

Type of Corrective Action:  Written Warning

Suspension

\_\_\_\_\_ Tardiness

\_\_\_\_\_ Refusal to Obey Orders / Insubordination

\_\_\_\_\_ Abuse of an Employee, Guest or Company Property

\_\_\_\_\_ Leaving Work without Permission

\_\_\_\_\_ Negative Confrontation w/ a Guest, Employee or Manager

\_\_\_\_\_ Breaking Company Policy or Procedures

\_\_\_\_\_ Violation of the Cash Handling Policy

\_\_\_\_\_ Uniform Policy Violation

\_\_\_\_\_ Cash Shortage or Overage

\_\_\_\_\_ Issue of Integrity / Dishonesty

\_\_\_\_\_ Willful Failure to Perform Job

\_\_\_\_\_ 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.**