

Disciplinary action notice

The supervisor completes the first three sections. The employee completes the last one in the meeting.

Questions marked * need an answer.

The employee

1. Employee's name *

2. Job title *

3. Department

4. Supervisor issuing this notice *

5. Date of this notice *

Date

What happened

6. Type of issue *

☐ Attendance or lateness

☐ Conduct

☐ Performance or quality of work

☐ Safety

☐ Breach of policy

☐ Other

7. Policy or rule involved

For example "Mobile phone policy, section 3".

8. Date of the incident *

The first date, if it happened more than once.

Date

9. What happened *

Facts only: dates, times, who was there and the effect on the work. Describe conduct or performance, not the person.

10. Has this been raised with the employee before? *

- ☐ Yes ☐ No

11. Earlier conversations or warnings *

Only if "Has this been raised with the employee before?" is Yes.

Date, type and who gave each one.

12. Supporting documents

Attach this separately and write what you attached below.

The action

13. Action being taken *

- ☐ Coaching ☐ Verbal warning ☐ Written warning
☐ Final written warning ☐ Suspension ☐ Termination

14. Suspension starts *

Only if "Action being taken" is Suspension.

Date

15. Last day of the suspension *

Only if "Action being taken" is Suspension.

Date

16. Is the suspension paid? *

Only if "Action being taken" is Suspension.

- ☐ Paid ☐ Unpaid

Only if "Action being taken" is Termination.

Record the end of employment on the employee termination form: _____.

17. What needs to change, and by when *

Only if "Action being taken" is not Termination.

18. Review date

Only if "Action being taken" is not Termination.

When you will check progress together.

Date

Only if "Action being taken" is not Termination.

If things do not improve, further action may follow, up to and including dismissal.

19. Supervisor's signature *

Signature

Date

Employee's response

For the employee to complete in the meeting.

20. Your comments

Your side of events, or anything you disagree with.

My signature confirms I have received this notice and it was discussed with me. It does not mean I agree with it.

21. Employee's signature

Signature

Date

22. For the supervisor

☐ The employee declined to sign.

23. Witness's name *

Only if "For the supervisor" is checked.
