



- Verbal Warning
- 1st Notice
- 2nd Notice
- Final Written Warning

Disciplinary Action Form

Date: _____

Employee Name: _____

Employee ID Number _____

Department: _____

Position: _____

Nature of Violation: Based on the seriousness of the offense indicated below, any of the following could result in immediate disciplinary action, up to and including disciplinary suspension and termination. Pursuant to company policy, all discharges must be reviewed by affected manager with corporate personnel before becoming final.

- Refusing work assigned
- Not following work schedule
- Violation of time card procedures
- Violation of lunch or break periods
- Excessive tardiness (3 times in 30 days)
- Excessive absenteeism
- Leaving work without approval
- Not following safety procedures
- Not wearing name badge
- Inappropriate dress
- Violation of data processing security agreement
- Other: _____
- Insubordination to management
- Insubordination to customers
- Failure to assist customers
- Disregard of company policies
- Misuse or abuse of company property
- Sleeping on the job
- Theft of any kind
- Use of drugs on company premise
- Use of alcohol on company premise
- Violation of jewelry security

Disciplinary Action Form

Details of Incident: (Briefly describe what happened below)

Date: _____ Time: _____ Place: _____

People involved:

What occurred:

Employee's Comments: _____

Department Manager Signature Date

Employee Signature Date

Operations Manager Signature Date

Employee refused to sign

Witness Signature Date