

# «Company Name»

## Disciplinary Action Notice

Employee Name: \_\_\_\_\_

Job Site: \_\_\_\_\_

Date: \_\_\_\_\_

### Disciplinary Action:

- 1) Written Warning
- 2) Sent home for that Day
- 3) Sent Home for that Day plus the Next
- 4) Indefinite Suspension and/or Termination

### Infraction:

- Safety Rules       PPE       Unsafe Use of Tools or Equipment
- Unsafe Practice or Procedure       Insubordination       Other

### Comments:

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

Issuer Signature: \_\_\_\_\_

All infractions will be documented and a copy retained on file