



Employee's Name: Surname First Name

Incident reported by:

Warning prepared by:

Indicate: Instant dismissal Non-instant dismissal

Will an Action Plan be developed? yes no (comments)

Employee work area or work group:

Employee Position Title:

Date of Disciplinary Interview:

Persons Present during interview:

Checklist:

- Employee informed that this is a counseling/disciplinary interview
Inform employee that a record of this warning will be placed on the employee's personal file
Ask employee if they would like a witness present No Yes. Name:

Description of Incident, which resulted in the warning:

Performance Standard that would have avoided this warning:

Employee's Acknowledgement of Warning:
I understand that this warning notice has been issued against me and that I am invited to respond in writing to the issues raised in this notice. Response should be made within 24 hours and addressed to the person who prepared this warning.

I understand that failure to respond, or to notify the company of my inability to respond, within the prescribed time limits indicate:
My acceptance of this warning notice,
My agreement with the issues raised in this warning notice,
My acceptance of any reasonable action taken on behalf of the company in relation to this warning

I acknowledge receipt of a copy of this warning notice.

I understand that this warning will be recorded on my personal file and that an accumulation of warnings will result in disciplinary action being initiated. Disciplinary action may include an action plan to correct performance deficits. Where multiple warnings have been issued, the company may take steps to terminate my employment. Similarly, I understand that failure to successfully complete any action plan, or a repeat of this warning may result in the termination of my employment.

Employee's Signature Witness Signature & Name Date Signed

