

Note: You are free to modify this employee disciplinary action template according to what you deem appropriate. The information in **RED** are the fields you need to fill out.

Employee Disciplinary Action Form

Date:

Employee Information

- **Employee Name:** John Doe
- **Employee ID:** 14344
- **Department:** Sales
- **Manager:** Andrew Lim
- **Position:** Sales Representative
- **Date of Hire:** 3/14/16

Incident Details

- **Date of Incident:** September 25, 2024
- **Time of Incident:** 1:30 PM
- **Location:** Downtown Nashville
- **Description of Incident:**

John was observed using his personal cell phone during a client meeting, which is against company policy. The client reported feeling ignored and disrespected. This behavior is unacceptable and goes against our professional conduct standards.

Note: This is his second offense. A similar incident occurred on May 15, 2024, where John was given a verbal warning for using his phone during a team presentation.

- **Evidentiary Materials (Attach any documents possible to this form for filing):**
 - Client complaint email dated September 25, 2024
 - Meeting room security camera footage (September 25, 2024, 2:00 PM - 3:30 PM)
 - John's cell phone usage log for September 25, 2024
 - Witness statement from colleague present at the meeting
 - Copy of previous verbal warning dated May 15, 2024
 - Company policy handbook section on client meeting conduct

Type of Violation (tick the box)

☐ Attendance

☐ Performance

☒ Conduct

☐ Safety

☐ Other: _____

Disciplinary Action

☐ Verbal Warning

☒ Written Warning

☐ Suspension (From: _____ To: _____)

☐ Probation

☐ Termination

Improvement Plan

Steps for Improvement:

1. John must review and acknowledge understanding of the company's client meeting protocol within three days.
2. John will attend a professional conduct workshop within the next two weeks.
3. Trans manager will conduct weekly check-ins for the next month to ensure compliance with company policies.
4. Any further violations may result in more severe disciplinary actions up to and including termination.

Timeline for Improvement: _____

Follow-up Date: _____

Acknowledgment	
Employee: _____ (Printed Name Over Signature) Date:	Witness (if applicable) _____ (Printed Name Over Signature) Date:
Supervisor: _____ (Printed Name Over Signature) Date:	HR Representative: _____ (Printed Name Over Signature) Date:

Refusal Acknowledgement

I refuse to sign the disciplinary action form. I understand that my refusal does not invalidate this disciplinary action.

☐ (Optional) I refuse to sign this because:

Employee:

(Printed Name Over Signature)
Date:

Supervisor:

(Printed Name Over Signature)
Date: