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| --- | --- | --- |
| Employee Name:  | Position:  | Location:  |
| Supervisor’s Name:  | Date of Warning:  | Time of Warning:  | Date of Incident:  | Time of Incident: |

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| **TYPE OF VIOLATION** |

[ ]  Carelessness [ ]  Defective and improper work (must give specific explanation)

[ ]  Disclosure of confidential **Company** information [ ]  Drinking while on duty

[ ]  Fighting or assault on a fellow employee or customer [ ]  Gambling on **Company** property

[ ]  Improper attire or inappropriate personal appearance [ ]  Improper or inappropriate conduct

[ ]  Leaving without permission [ ]  Possession of firearms and other weapons on **Company** property

[ ]  Rudeness to employees or Customers [ ]  Sleeping on the job

[ ]  Substandard work [x]  Tardiness

[x]  Unexcused Absence [ ]  Unlawful discrimination

[ ]  Use of excessive profanity or abusive language [ ]  Violation of safety rules

[ ]  Violation of **Company’s** policies on solicitation [ ]  Clocking in prior to assigned scheduled time

[ ]  Engaging in any form of sexual harassment as referred to in the Sexual Harassment policy contained in the employee handbook

[ ]  Falsifying information on any **Company** documentation, i.e. time, quality, quantity or employment information, etc.

[ ]  Failure to contact your supervisor if you cannot report to work or if you expect to report for work later than your assigned starting time

[ ]  Insubordination or the refusal by an employee to follow management's instructions concerning a job-related matter

[ ]  Stealing, unauthorized use of a **Company** property, improperly appropriating **Company** funds or property

[ ]  Theft, destruction, defacement, or misuse of **Company** property or of another employee's property

[ ]  Use, sale, or possession of alcoholic beverages and/or illegal drugs and narcotics on **Company** premises

[x]  Other (explain:) Accrual of excessive absences under the Usui No Fault Attendance Point System

**NOTE:** Serious violations, such as drug policy violation, harassment of any nature, discrimination, possession of weapons on company property, fighting or assault, theft, destruction of **Company** property, poor performance, lack of work, reduction of workforce, etc., may result in immediate separation without warning or notice.

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| **Warnings** | **DATE** | **BY WHOM** |
| **1st Warning = Written** |   |   |
| **2nd Warning = Written** |   |   |
| **3rd Warning = Final Notice** |   |   |
|  |  |  |

**SUPERVISOR’S STATEMENT** (attach additional information, if needed):

You have accrued \_\_\_\_\_\_\_ points due to absences, arriving late or leaving early or other infractions under the No Fault Point System.

This notice is to inform you of your current point level and your position under the No Fault Point System:
☐ 6 Points: First Warning | Additional attendance infractions (point(s)) will lead to additional disciplinary action.
☐ 10 Points: Second Warning | Additional attendance infractions (point(s)) will lead to additional disciplinary action.
☐ 12 Points: Final Warning | Any additional infractions (point(s)) described in the No Fault Attendance Point System within 6

 months of the date of your first point will result in immediate termination.

The date of the next point that will fall off. \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_.

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| EMPLOYEE’S STATEMENT [ ]  I agree with the Supervisor’s statement [ ]  I disagree with the Supervisor’s description because: |

The contents of this report have been discussed with me and I hereby acknowledge receipt of the warning. I do understand that I have the right to answer this warning in writing (which is attached) to this warning. All papers are to be made a part of my employment file. A review of these matters will be conducted on an ongoing basis.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EMPLOYEE SIGNATURE:** | **DATE:**   |  | **MANAGER/SUPERVISOR/ GL/PC SIGNATURE:** | **DATE:**   |
| **WITNESS SIGNATURE:** | **DATE:**   |  | **HR APPROVAL:** | **DATE:**   |