

EMPLOYEE DISCIPLINARY REPORT

COMPANY NAME – Livonia Chrysler

DATE (of infraction) _____

EMPLOYEE'S NAME _____ S.S.# _____

POSITION _____ SUPERVISOR'S NAME _____

REASON /OFFENSE:

- | | |
|--|--|
| 1. () Absence (unexcused / No Call No Show) | 6. () Insubordination |
| 2. () Destruction of company property | 7. () Leaving work without approval |
| 3. () Safety Violation | 8. () Tardiness |
| 4. () Unauthorized use of Company Property | 9. () Violation of company rule (explain below) |
| 5. () Obscene or Abusive Language | 10. () Other (explain below) |

Facts leading to the warning: (Be specific and include previous verbal warnings, detailed explanation of incident, date/time of incident, witness, rule violated, etc.) _____

Corrective action taken by employer: _____

Next disciplinary step: ANY SIMILAR INFRACTIONS IN THE FUTURE MAY LEAD TO
FURTHER DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION.

Comments: _____

Supervisor (signature)

Employee (signature)

Witness (must have signature)

Date signed

(REFUSED TO SIGN _____)