



ASA INSTITUTE

DISCIPLINARY REPORT

Name: _____ Dept. _____ Date: _____

Date of Occurrence: _____ Supervisor: _____ Location: _____

ACTION TAKEN: CHECK THE APPROPRIATE ITEM BELOW:

VERBAL WARNING _____ SECOND WRITTEN WARNING _____

FIRST WRITTEN WARNING _____ TERMINATION _____

(Depending on the nature of the offense, ASA Institute of Business and Computer Technology reserves the right to skip any steps at its discretion)

DESCRIPTION OF ISSUE:

- ABSENCE _____
- TARDINESS _____
- CONDUCT _____
- POLICY VIOLATION _____
- SUBSTANDARD PERFORMANCE _____
- OTHER _____

Should your record continue to be unacceptable in the above area(s), ASA will find it necessary to take the following disciplinary action (or more depending on the situation): Check the appropriate action:

- FIRST WRITTEN WARNING _____
- SECOND WRITTEN WARNING _____
- TERMINATION _____

Employee Comments:

You are formally being warned to bring your attention to the severity of this situation. Failure to correct this behavior and/or further violation of company policy will result in additional disciplinary action up to and including discharge. By signing below you acknowledge that you have receive this notice.

SUPERVISOR: _____ EMPLOYEE: _____