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: ____________________