



Team Member Disciplinary Action Form

TEAM MEMBER INFORMATION			
Employee Name:		Job Title:	
Company:		Store:	
Manager:		Date:	
TYPE OF DISCIPLINARY ACTION			
First Warning <input type="checkbox"/>	Second Warning <input type="checkbox"/>	Final Warning <input type="checkbox"/>	Suspension Pending Further Investigation <input type="checkbox"/>
TYPE OF OFFENSE			
Time and/or Attendance Issues <input type="checkbox"/>	Failure to Meet Job Requirements/Standards <input type="checkbox"/>	Refusal to follow directions/insubordination <input type="checkbox"/>	Violation of Company Policies/Code of Conduct <input type="checkbox"/>
Violation of Health and/or Safety Rules <input type="checkbox"/>	Rude or Offensive Behavior/Discrimination and/or Harassment <input type="checkbox"/>	Suspension Pending Further Investigation <input type="checkbox"/>	Other (must specify below) <input type="checkbox"/>
Incident Summary:			
Action Plan:			
Consequences of Further Infractions:		If you fail to take advantage of this opportunity to correct the problems described above, or if additional problems emerge with your performance or conduct, you will be subject to further disciplinary action up to and including termination	
ACKNOWLEDGEMENT AND RECEIPT OF WARNING			
<i>By signing this form you confirm that you understand the information in this warning, you and your manager have discussed a plan for improvement, and you are aware of the consequences of further infractions. However, signing this form does not necessarily indicate that you agree with this warning and you may choose to enter a statement below.</i>			
Team Member Statement:			
Employee Printed Name:		Employee Signature:	Date:
Manager Printed Name:		Manager Signature:	Date:
Witness Printed Name:		Witness Signature:	Date:

*****After completing this form: 1. Keep one copy in the Team Member Action Log in your home store 2. One copy must be sent directly to hr@missionyogurt.com****