



Record of Corrective Action

General Information			
Full Name (Last, First M.I.):			
Employee Number:		Region:	
Job Classification:		Supervisor:	
Date of Corrective Action			
Level of Corrective Action/Warning			
Action		Verbal Warning	1 st Written Warning
		Termination	Suspension (30 Days)
		Other:	
Cause		Attendance (Tardiness, Excused/Unexcused)	
		Theft, Embezzlement, Dishonesty, Falsifying Records, Disclosing confidential information	
		Violation of Company Safety Policy	
		Failure to follow Instructions or Insubordination	
		Negligence which results, or could result in harm to another person or damage to property/equipment	
		Harassing, Threatening, Coercing, Intimidating, or Engaging in violence with another employee	
		Violation of Company's Rules/Standards of Conduct	
		Other:	
General Description of the Incident			
Any further occurrences will lead to disciplinary action up to and including termination			
Employee Comments			
Signatures			
Employee:		Date:	
Supervisor:		Date:	
Management:		Date:	