



DISCIPLINARY NON-COMPLIANCE

CF-S-21

Date: _____ Location: _____

From: Issuer's Name: _____

Regarding: Employee's Name: _____

I have made the following observation of the above named employee:

The organizational policy, procedure, or work rule that has been violated is:

I have reviewed with the employee/company the importance of the standards:

Employee's comments/remarks:

*Employee's Signature ***

Issuer's Signature

**** *Signing this form does not indicate agreement; it only signifies that you have been informed of the action.***

**** *Original to be filed in the employee file, 1 copy to be sent back to employee with next paycheck.***

Verbal ☐
Written ☐

Suspension ☐
Dismissal ☐

Strike Senior Management

Date