

EMPLOYEE COUNSELING FORM

TODAY'S DATE: _____

EMPLOYEE NAME: _____

EMPLOYEE NUMBER: _____

LOCATION / DEPARTMENT: _____

POSITION: _____

CURRENT COUNSELING ACTION:

VERBAL
(DOCUMENT VERBAL WARNING)

WRITTEN
WARNING

SUSPENSION

OTHER: _____

DATE: _____

PREVIOUS COUNSELING ACTIONS:

VERBAL / DATE: _____

WRITTEN WARNING / DATE: _____

SUSPENSION / DATE: _____

OTHER / DATE: _____

NATURE OF VIOLATION: Based on the seriousness of the offense indicated below, any of the following could result in immediate disciplinary action, up to and including termination. Pursuant to company policy, by outlining our options above, we do not give up or limit our right to discharge for any reason or no reason at any time, with or without notice. We reserve the right to select any of these actions at any time as we deem appropriate at our discretion. The nature of the disciplinary action we elect to take will depend upon the conduct of the employee.

- Failure or refusal to follow supervisor instructions
- Insubordination
- Sleeping during working hours
- Theft, misappropriation, unauthorized possession, or removal of customer or Company property, or the property of others
- Fighting or otherwise threatening, intimidating customers, supervisors, employees, or others
- Using obscene, profane, or abusive language toward customers, supervisors, co-workers, or anyone else on the premises
- Violation of time reporting procedures
- Gambling or disorderly conduct while on Company property or business
- Excessive or unexcused absences
- Excessive or unexcused tardiness
- Leaving work early
- Unauthorized use of a customer, employee, Company or other vehicle
- Failure to satisfactorily perform your job

- Incompatibility with customers, employees, supervisors and Company management
- Negligent use or care of customer, employee or Company property
- Violation of telephone etiquette and use procedures
- Inappropriate dress for job
- Failure to follow uniform policy
- Possession, use, being under the influence of, consuming, **transferring**, selling or attempting to sell or purchase or attempting to purchase any alcohol or controlled or illegal or unauthorized drugs during your work day, regardless of whether on duty, on Company business, or on Company premises
- False, fraudulent, misleading, or harmful statements or omissions concerning another employee, our Company, or its customers, or any statements harmful or disloyal to our Company
- Other: _____

