

# Progressive Discipline Form

Format No.:

Employee Name		Designation		Date of Join	
Location / Area / Department			Machine / Equipment Operating		
Type of Discipline Warning					
<input type="radio"/> Formal Training / Coaching		<input type="radio"/> Final Warning			
<input type="radio"/> Written Warning		<input type="radio"/> Termination			
Reason for Disciplinary Action					
Quality Concern		Safety concern issue			
Company Policy Violation		Company Rule / Regulation Violation			
Attendance		Drugs / Drinking on Duty			
Housekeeping		Others			
Others Please specify.....					
Detailed information of disciplinary warning					
Behavior change expected / Action plan					
Improvement Checked			Checked By		Date
Results					
Comment / Suggestions					
Employee Signature		Date	Human Resource		Date
Supervisor Signature		Date	Witness Signature		Date
Checked By		Date	Manager – Plant / General		Date