

## WRITTEN WARNING DISCIPLINE NOTICE

Employee's Name \_\_\_\_\_ Date \_\_\_\_\_

Date of Incident \_\_\_\_\_

- ☐ Verbal
- ☐ Written Warning(First/Only)
- ☐ Suspension # \_\_\_\_\_ Working Day(s) From \_\_\_\_\_ Through \_\_\_\_\_
- ☐ Discharge Effective \_\_\_\_\_

**Reason for warning of discipline. (Check one or more box as appropriate. Explain fully in Remarks Section.)**

- ☐ 1. Violation of or failure to observe work procedures
- ☐ 2. Insubordination
- ☐ 3. Tardiness, absenteeism, failure to report for work
- ☐ 4. Under the influence of and/or possession of drugs or alcohol
- ☐ 5. Dishonesty
- ☐ 6. Failure to observe proper safety procedures
- ☐ 7. Failure to complete work assignment
- ☐ 8. Discourtesy or verbal abuse of customer or other employee
- ☐ 9. Damage or misuse of Pet Source property
- ☐ 10. Unauthorized removal of property or product from Pet Source premises
- ☐ 11. Physical or verbal assault and/or fighting
- ☐ 12. Other (specify in remarks section)

**Remarks: Explain reasons for warning or discipline, including specific details of incident or violation; include prior warning(s).**

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**I hereby acknowledge receipt of copy of this discipline form.**

\_\_\_\_\_  
Employee Signature      Date

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Manager Signature      Date