

Disciplinary Action Form

Team Member Name		Date(s) of Incident	
Position/Title		Management Name	
Violation or Problem (Check all that apply)			
<input type="checkbox"/> Tardiness (1)		<input type="checkbox"/> Performance	
<input type="checkbox"/> Absenteeism (3)		<input type="checkbox"/> Safety Violation	
<input type="checkbox"/> No Call/No Show (5)		<input type="checkbox"/> Company Policy Violation	
<input type="checkbox"/> Violence/Harassment		<input type="checkbox"/> Conflict/Disturbance	
<input type="checkbox"/> Other -			
POINTS GIVEN FOR THIS VIOLATION (circle option)		1 2 3 4 5	
Company Action		Corrective Action	
<input type="checkbox"/> Verbal Warning		<input type="checkbox"/> Team Member Agrees to Correct Action	
<input type="checkbox"/> Written Warning		<input type="checkbox"/> Training Required	
<input type="checkbox"/> Final Warning		<input type="checkbox"/> Suspension - Begins: _____ Ends: _____	
Details of Incident			
<div style="display: flex; justify-content: space-between;"> <div style="width: 25%;">.</div> <div style="width: 25%;">.</div> <div style="width: 25%;">.</div> <div style="width: 25%;">.</div> </div>			
Management Comments (Include explanation of corrective action)			
<div style="display: flex; justify-content: space-between;"> <div style="width: 25%;">.</div> <div style="width: 25%;">.</div> <div style="width: 25%;">.</div> <div style="width: 25%;">.</div> </div>			
<p style="text-align: center;">This is a formal notification of the severity of this situation. Failure to correct this behavior and/or violation of the company policy will result in additional disciplinary action up to and including termination. By signing below, you are acknowledging you have received this notice. BRTX, LLC is an "at will" employer.</p>			
Team Member Comments			
<div style="display: flex; justify-content: space-between;"> <div style="width: 25%;">.</div> <div style="width: 25%;">.</div> <div style="width: 25%;">.</div> <div style="width: 25%;">.</div> </div>			
Team Member Signature		Today's Date	
Management Signature		Today's Date	

ALL DISCIPLINARY ACTION FORMS MUST BE SUBMITTED THROUGH THE DESIGNATED PORTAL
(Retain the physical copy for your department's records)

<https://airtable.com/app7YqnEFg3R5n7FT/shrgZQzgJp4h5MtE0>

