**RECORD OF DISCUSSION OR WARNING FORM**

Employee Name:

Position Title:

Present/ Capacity:

Date of Meeting: Time of Meeting:

**Questions:**

**Tick the performance problems that have contributed to this discussion:**

* Poor attitude ❑ Unsatisfactory performance
* Refusing to obey lawful instruction ❑ Not following Company procedure
* Poor customer service ❑ Unauthorised absence
* Poor time management ❑ Arriving late to work
* Assault/fighting ❑ Verbal abuse/swearing
* Sexual harassment or other harassment ❑ Intoxication
* Theft/Fraud ❑ Safety breach
* Confidentiality breach ❑ Other
* Discrimination \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Describe the details of the incident or conduct. Include dates and time of occurrence, specific quotes and witnesses. Attach additional pages if necessary.**

1. **Describe the employee’s response to the incident or conduct.**

1. **Describe action required by employee to correct his/her performance.**

**Is a warning to be issued:** ❑ Yes ❑ NoIf yes, ❑ Written❑ Verbal

**Is there a follow up meeting?** ❑ Yes ❑ No If yes, when:

Signature of manager/supervisor: Date:

Signature of employee: Date: