

# Progressive Discipline Statement

Employee Name:

Department:

Position:

Date:

## Incident Information

Description of Incident:

Date of Incident:

Location:

## Previous Disciplinary Actions (if any)

Date	Type of Action	Description

## Current Disciplinary Action

Type of Action:

Details of Action Taken:

Expected Behavior/Improvement:

Consequence of Further Infractions:

**Manager/Supervisor Name:**

**Manager/Supervisor Signature:**

**Date:**

**Employee Comments:**

**Employee Signature:**

**Date:**