

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: