

WRITTEN WARNING FORM

REMINDER: EXPLAIN TO EMPLOYEE THAT THIS IS NOT A DISCIPLINARY HEARING, BUT HE /SHE STILL HAS THE RIGHT OF REPRESENTATION; INTERPRETATION; TO QUESTION EVIDENCE; TO STATE THEIR CASE AND TO APPEAL AGAINST THIS WARNING.

DATE: _____
NAME AND SURNAME: _____
CO. NO.: _____ POSITION: _____
PREMISES: _____
DATE OF THE OFFENCE/S: _____
REASONS (OFFENCES):

TYPE OF WARNING: 1) VERBAL 2) FIRST 3) SECOND 4) SERIOUS
WARNING GIVEN: _____ PERIOD ON FILE (VALIDITY): _____

REMINDER: EXPLAIN TO THE EMPLOYEE THE REASONS FOR THE TYPE OF WARNING THAT IS GIVEN TO THE SPECIFIC OFFENCE.

CONSEQUENCES IF THE EMPLOYEE DOES NOT CHANGE BEHAVIOUR:

Any further transgressions related or unrelated to the offences shall result in further disciplinary action which can lead to a disciplinary hearing and it can result in your dismissal. Refer to counselling dated: _____

COMMENTS BY EMPLOYEE: _____

PREVIOUS DISCIPLINARY ACTION (still valid on file) DATE AND OFFENCE:

- 1) _____
- 2) _____
- 3) _____

EMPLOYEE: _____ CO. NO. _____

EMPLOYEE SIGNATURE

DATE

MANAGER SIGNATURE

WITNESS SIGNATURE