

# HOGAN CONSTRUCTION EMPLOYEE DISCIPLINE and WARNING

The following discipline or warning has been issued to:

EMPLOYEE

DATE OF DISCIPLINE

EMPLOYEE POSITION

CURRENT JOBSITE

WARNING OR DISCIPLINE ISSUED BY

My signature, below, indicates I understand the warning I am receiving and realize the possible consequences following this warning. (Typing your name in the SIGNATURE box constitutes an electronic signature.)

EMPLOYEE SIGNATURE

DATE OF SIGNATURE

THIS IS A "FILLABLE" PDF--YOU MAY TYPE IN THE INFORMATION, ELECTRONICALLY SIGN IT, SAVE THE FILE, AND THEN EMAIL IT AS AN ATTACHMENT TO:

[jmorgan@hoganconstruction.com](mailto:jmorgan@hoganconstruction.com)

ALTERNATIVELY, PRINT AND NEATLY FILL OUT THE FORM AND DELIVER TO HUMAN RESOURCES IN OUR CENTERVILLE OFFICE.

THIS FORM IS ALSO AVAILABLE ON HOGAN UNIVERSITY (LIBRARY>FORMS) AND CAN BE FILLED OUT AND SUBMITTED THERE.

REASON FOR WARNING OR DISCIPLINE:

Fighting or threatening co-workers, or carrying weapons while working.

Inefficient or inadequate performance of duties, incompetence, or neglect of work or duties.

Failing to observe safety rules. (See project safety binder)

Unauthorized absence from work.

Failing to treat others with respect.

Soliciting or selling on company premises.

Unauthorized operation of equipment.

Unauthorized possession of, removal of, or use of property belonging to the company, owners, subcontractors, other employees, or others involved on the project.

Violation of the company's Drug & Alcohol Policy.

Willful refusal to perform work as directed (insubordination)

Any action that may be criminal in nature.

Unauthorized copying, possessing, use of, and/or delivery of the company's confidential propriety records and information.

Failure to inspect or maintain equipment.

Other (describe):

CORRECTIVE ACTION TO BE TAKEN:

