Revised: 05/02/07

INCA COMMUNITY SERVICES, INC.
EMPLOYEE WARNING REPORT

Employee's Name: _____ Date of Warning: _____

Type of Violation: ☐ Attendance ☐ Carelessness ☐ Disobedience
☐ Safety ☐ Tardiness ☐ Work Quality
☐ Other_____
_____
_____

Violation Date: _____ Violation Time: _____
Place Violation Occurred:_____

COMPANY STATEMENT	EMPLOYEE STATEMENT

WARNING DECISION

Approved By_____
Name Title Date

List all Previous Warnings Below
When Warned and By Whom

Previous Warning: 1st Warning
Date:_____
Verbal:_____
Written:_____

Previous Warning: 2nd Warning
Date:_____
Verbal:_____
Written:_____

Previous Warning: 3rd Warning
Date:_____
Verbal:_____
Written:_____

I have read this "warning decision" and understand it.

_____
Employee's Signature Date

_____
Signature of Person who prepared warning Date

_____
Supervisor's Signature Date

COPY DISTRIBUTION
☐ Employee ☐ Supervisor ☐ Executive Director