



Integrity Employee Leasing

DISCIPLINARY ACTION REPORT

CONFIDENTIAL

CLIENT INFORMATION:

Client Company: _____ Violation Date: _____

SSN: ____ - ____ - ____ Employee Name: _____

Violation:

- Alcohol/Drug Abuse
- Attendance
- Attitude
- Carelessness
- Conduct
- Fighting
- Insubordination
- Personal Work
- Quality of Work
- Safety
- Tardiness
- Work Rules
- Other

Company Statement: _____

Employee Statement: _____

My signature below indicates that I am committed to making the necessary changes to be successful in my position.

Employee Signature Date

My signature below indicates that I am committed to helping you be successful.

Supervisor's Signature Date