



## Disciplinary Written Warning

Employee: Include Full Name Date: Enter Full Date

Supervisor: Include Supervisor Full Name Location: Job Name

- Statement of the problem: (violation of rules, standards, practices or unsatisfactory performance) On [Date], Bee Line received concerns related to the general cleaning and quality of service provided at the job site. Concerns included: empty dispensers, poor cleanliness of carpet and floor area and trash containers not emptied in {you may include suite or specific section, if applicable}
- Prior discussion or warnings on this subject: (oral, written, dates) \_\_\_\_\_  
Oral and written warnings has been previously provided, including written warning from [date 1] and [date 2] due to quality of services. Re-Training provided on [Date (s)].
- Statement of company policy on this subject: \_\_\_\_\_  
Per company's employee manual, Bee Line is dedicated to improving the image and quality of our clients' facilities while providing our employees with safe, rewarding work and opportunity for advancement. Bee Line will proceed with disciplinary actions if an employee fails to do acceptable quality or quantity of work, restricting output or intentional slowdown. As a general standard of conduct, an employee's primary responsibility is to do a good job, and this carries with it a number of obligations, such as obeying Bee Line's rules, adhering to safe working practices, and meeting client and work performance. As an employee of Bee Line, you are expected to meet reasonable standards of work performance and personal conduct.
- Summary of corrective actions to be taken: (Include dates for improvement and plans for follow-up) You are expected to comply with all company's policies and guidelines, including but Failure to comply with company's and client's expectations, as reviewed today and previous occassions, will result in additional disciplinary actions, including termination of employment. Please be aware that this serves as a final warning. Bee Line received concerns and complaints regarding the general cleaning quality of service provided at the job site. not limited to providing an acceptable quality of service, following job description and training information. Management may and will follow-up with you ensuring the services provided are as expected.
- Consequences of failure to improve performance or corrective behavior: \_\_\_\_\_  
Failure to comply with company's and client's expectations, as reviewed today and previous occassions, will result in additional disciplinary actions, including termination of employment. Please be aware that this serves as a final warning.

**Action Taken:** To be determined by case. For this particular sample it is a Final Warning due to previous retraining sessions and written warnings.

- First Written Warning                       Final Warning
- Second Written Warning                       Termination

The above has been discussed with me by my supervisor. I understand the contents and acknowledge and understand the corrective action required. I also acknowledge and understand the potential consequences of non-compliance.

Employee Signature: Employee signs and dates Date: \_\_\_\_\_

Manager Signature: Manager signs and dates Date: \_\_\_\_\_

OPS Manager Review: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Review: \_\_\_\_\_ Date: \_\_\_\_\_