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|-------------------------|----------------------------|------------------------|-------------------------|
| Form Number LLCF-016 | Issue Date 07/15/04 | Revision Date 01/15/25 | Form Number LLCF-016 |
| | Disciplinary Report | | |

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|-------------------|-----------------|--|
| Name of Employee: | Employee Phone: | Dept. / Location: |
| <hr/> | | |
| Occupation: | Date of Action: | |
| <hr/> | <hr/> | <div><input type="radio"/> 1st <input type="radio"/> 2nd <input type="radio"/> 3rd <input type="radio"/> 4th</div> |

Type of Infraction

☐ Unexcused Absences

☐ Tardiness

☐ Failure to Obey Direct Order from Supervisor

☐ Failure to Wear Required PPE

☐ Unsafe Act Causing Injury / Potential Injury to Fellow Employee

☐ Other:

☐ Unexcused Early Departure

☐ Poor Quality Workmanship

☐ Horseplay

☐ Damage to Property

Explanation or Reason for Above Actions:

Recommended Corrective Action

☐ Verbal Reprimand

☐ Written Reprimand

☐ Suspended Service

☐ Termination

Signatures

Employee Signature

Date Signed

Supervisor Signature

Div. Mgr. Signature

Comments: