

# Employee Warning Report

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Name of Employee: \_\_\_\_\_

Karson Builders Ltd. enforces all rules set in place for the safety of all. The following is our disciplinary action that will be implemented\* should any of the rules not be adhered to:

**First Offence – Verbal Warning**

**Second Offence – Written Warning**

**Third Offence – Dismissal**

**Number of Offence:** \_\_\_\_\_

**First Offense: Date:** \_\_\_\_\_ **Recorded by:** \_\_\_\_\_

**Rule Broken:** \_\_\_\_\_

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**Employee Signature:** \_\_\_\_\_

**Second Offense: Date:** \_\_\_\_\_ **Recorded by:** \_\_\_\_\_

**Rule Broken:** \_\_\_\_\_

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**Employee Signature:** \_\_\_\_\_

**Thrid Offense: Date:** \_\_\_\_\_ **Recorded by:** \_\_\_\_\_

**Rule Broken:** \_\_\_\_\_

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**Employee Signature:** \_\_\_\_\_

Signature of Management

Date