



INCIDENT REPORT

Employee's Name \_\_\_\_\_

Date \_\_\_\_\_

Job Title \_\_\_\_\_

Cost Center \_\_\_\_\_

**INCIDENT**

The above referenced employee was found to be in violation of Boggs Paving Inc. rules of conduct cited below on \_\_\_\_\_

- 1. Alcohol and Drugs
- 2. Abuse of Property
- 3. Theft
- 4. Disturbances
- 5. Restricting Work
- 6. Immoral Conduct

- 7. Malicious Statements
- 8. Carelessness
- 9. Abuse of Company Time and Equipment
- 10. Insubordination
- 11. Unexcused Absence
- 12. Safety Regulations

DESCRIBE INCIDENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The employee has been advised on \_\_\_\_\_ (date) that he/she must correct the violation of the rules of conduct identified above. Failure to correct the violation or repetition of the cited violation may result in disciplinary action up to and including discharge for cause.

Employee Signature \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

**REPORT OF UNSATISFACTORY PERFORMANCE**

Employee's Name \_\_\_\_\_

Date \_\_\_\_\_

Job Title \_\_\_\_\_

Cost Center \_\_\_\_\_

**UNSATISFACTORY PERFORMANCE:**

The above referenced employee was found to be performing the duties assigned to him/her in an unsatisfactory/inadequate way on \_\_\_\_\_

DESCRIBE INCIDENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The employee has been advised on \_\_\_\_\_ (date) that he/she must correct the areas of performance noted above. Failure to correct or repetition of the cited item(s) may result in disciplinary action up to and including discharge for cause.

Employee Signature \_\_\_\_\_

Supervisor Signature \_\_\_\_\_