	MCVAY DRILLING COMPANY Safety Management System	Doc No:	DAP	
		Initial Issue Date	Aug 2016	
		Revision Date:	Initial Version	
		Revision No.	0	
Disciplinary Action Report		Next Revision Date:	As Needed	
		Preparation: Safety Mgr.	Authority: President	Issuing Dept: Safety

Employee Name:	Date of Notice:
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Supervisor Name:

Type of Violation:

<input type="checkbox"/> Absenteeism <input type="checkbox"/> Conduct <input type="checkbox"/> Unsatisfactory job performance <input type="checkbox"/> Policy and/or procedure violation <input type="checkbox"/> Other: (explain)	<input type="checkbox"/> Safety violation <input type="checkbox"/> Tardiness <input type="checkbox"/> Quality of Work <input type="checkbox"/> Insubordination Date of Occurance: _____
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Details of Occurance:

Employee Statement:


Expected Improvement: (Include a clear statement as to the consequences of failing to improve)

Corrective Action to be Taken: ☐ Verbal Warning ☐ Written Warning ☐ Termination

By signing this notice, I am acknowledging that I have been counseled about my inappropriate conduct and informed of the consequences if improvements are not made.

Employee Signature:	Date:
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Supervisor Signature:	Date:
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Supervisor Checklist for Notice of Disciplinary Action

- ☐ Described problem in detail to employee.
(Translator may be necessary and must be a supervisor)
- ☐ Explained how problem interferes with work environment, employee performance, operations, or the well-being/safety of other employees.
- ☐ Explained in detail what employee must do to improve performance or change behavior.
- ☐ If applicable, stated deadline for improvements or corrective action.
- ☐ Explained consequences if improvements are not achieved by the date specified.
- ☐ Explained employee is “at will” and that there may be no further warnings prior to termination.
- ☐ All discussions concerning discipline should remain confidential.