

Suggested Documentation

1ST WRITTEN WARNING

Date:

Employee: _____ **Witness:** _____

Manager: _____ **Witness:** _____

Issue:

Employee's Response to the Allegation:

Action Plan:

- Action Required to Change Poor Performance or Behaviour - (include support and training – if appropriate)

- Time-Frame ...

- Review Date ...

Consequences of No Change (i.e. the next step):

Employee's Comments:

Manager's Comments:

Signature:

Employee: _____ **Witness:** _____

Manager: _____ **Witness:** _____