



## Disciplinary Procedure

### Warnings Notification

**Employee:**

**Oral Warning given (Date):**

**Reason:**

**Improvement required:**

**This Warning stays on file until** *(Date, 6 months)*

**Signed:**

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**Written warning given (Date):**

*(Must occur before the expiry date above for minor misconduct.)*

**Reason:**

**Improvement Required:**

**This warning will stay on file until** *(Date, 12 months):*

**Signed:**

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**Final written warning given (Date):**

*(Must occur before the expiry date above for minor misconduct written warning)*

**Reason:**

**Improvement Required:**

**Time Period for this to happen (Date)**

**Signed:**