

DISCIPLINE: DISCIPLINARY /COUNSELING REPORT

<input type="checkbox"/> Buick GMC Vacaville	<input type="checkbox"/> Nissan of Sacramento	<input type="checkbox"/> HD Reno	<input type="checkbox"/> Wise Vision
<input type="checkbox"/> Dodge CJR Vacaville	<input type="checkbox"/> Nissan of Vacaville	<input type="checkbox"/> HD Yuba	<input type="checkbox"/> Vallejo Hyundai
<input type="checkbox"/> Kia Vacaville	<input type="checkbox"/> Nissan Yuba City	<input type="checkbox"/> HD Redwood	<input type="checkbox"/> Volvo Tucson
<input type="checkbox"/> Hyundai Vacaville	<input type="checkbox"/> Vallejo Nissan	<input type="checkbox"/> HD Death Valley	<input type="checkbox"/> Old Town Temecula HD
<input type="checkbox"/> Mazda of Vacaville	<input type="checkbox"/> Golden State Nissan/Infiniti	<input type="checkbox"/> OCHD	
<input type="checkbox"/> Infiniti of Marin	<input type="checkbox"/> North Bay Nissan	<input type="checkbox"/> CBHD	

NAME: _____ DEPT/ POSITION : _____ DATE: _____

DATE OF OCCURRENCE: _____ TIME: _____ LOCATION: _____

ACTION TAKEN

<input type="checkbox"/> Coaching	<input checked="" type="checkbox"/> Verbal warning	<input type="checkbox"/> Written Warning
<input type="checkbox"/> Suspension: ____ (days)	<input type="checkbox"/> Termination	<input type="checkbox"/> Other: _____

Date/s: _____

(DEPENDING ON THE NATURE OF THE OFFENSE, WE THE COMPANY RESERVE THE RIGHT TO SKIP ANY STEPS AT OUR DISCRETION)

DESCRIPTION OF ISSUE:

<input type="checkbox"/> Absenteeism	<input type="checkbox"/> Conduct	<input type="checkbox"/> Safety Violations
<input type="checkbox"/> Policy &/or Procedure	<input type="checkbox"/> Unsatisfactory Job	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Violations	<input type="checkbox"/> Performance	

EXPLANATION

GOALS/CORRECTIVE BEHAVIOR:

SHOULD YOUR RECORD CONTINUE TO BE UNACCEPTABLE IN THE ABOVE AREA(S), THE COMPANY
WILL FIND IT NECESSARY TO TAKE THE FOLLOWING DISCIPLINARY ACTION (OR MORE DEPENDING ON THE SITUATION)

<input type="checkbox"/> Written Warning	<input type="checkbox"/> Suspension _____ (days)
<input type="checkbox"/> Termination	<input type="checkbox"/> Others: _____

EMPLOYEE COMMENTS

YOU ARE FORMALLY BEING WARNED TO BRING YOUR ATTENTION THE SEVERITY OF THIS SITUATION. FAILURE TO
CORRECT THIS BEHAVIOR AND/OR FURTHER VIOLATION OF COMPANY POLICY WILL RESULT IN ADDITIONAL DISCIPLINARY
ACTION UP TO AND INCLUDING DISCHARGE BY SIGNING BELOW YOU ACKNOWLEDGE THAT YOU HAVE RECEIVED THIS NOTICE.

EMPLOYEE: _____

DATE: _____

MANAGER : _____

DATE: _____

HRD: _____

DATE: _____