



# TJD ENERGY SERVICES, LLC

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## Disciplinary Action

### Written Warning

<b>Employee Name:</b>		<b>Date:</b>	
<b>Job Title:</b>		<b>Supervisor:</b>	
<input type="checkbox"/> <b>First Warning</b>	<input type="checkbox"/> <b>Second Warning</b>	<input type="checkbox"/> <b>Final Warning</b>	

The purpose of this written warning is to bring to your attention new or ongoing deficiencies in your conduct and/or performance. The intent is to define for you the seriousness of the situation so that you may take immediate corrective action. This written warning will be placed in your personnel file.

<b>Reason for warning</b> (violation of company policy or unsatisfactory performance/behaviors):		
Tardiness	Safety	Insubordination
Absenteeism	Conduct	Other:
<b>Prior discussion or warnings on this subject</b> (verbal/written, dates):		
<b>Relevant company policy violated:</b>		
<b>Corrective action required:</b>		
<b>Consequences of failure to improve performance or correct behavior:</b> Suspension and up to and including termination.		

The above has been discussed with me by my supervisor. I understand the contents and acknowledge and understand the corrective action required. I also acknowledge and understand the potential consequences of noncompliance.

#### Signatures:

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Division/Dept. Manager: \_\_\_\_\_ Date: \_\_\_\_\_