

CONDUCT ISSUE REPORT FORM

Employee Information

Employee Name:

Employee Position:

Date of Incident:

Nature of the Conduct Issue:

☐ Light

☐ Severe

Description of the Incident:

Provide a detailed account of the conduct issue, including any relevant facts, statements, or evidence.

Actions Taken:

☐ Verbal Warning

☐ Written Warning (First)

☐ Written Warning (Second)

☐ Final Written Warning

☐ Termination

Details of Verbal Warning (if applicable)

Date and time of the conversation:

Key points discusse

Employee's response

Details of Written Warning(s) (if applicable)

Date of the written warning(s):

Specific details of the warning(s)

Employee Response:

Include any statements or actions from the employee regarding the conduct issue:

Next Steps:

Outline any additional actions or steps to be taken, such as follow-up meetings, performance improvement plans, or additional monitoring.

Chief Coordinator Recommendation:

- ☐ No further action required
- ☐ Continued monitoring and coaching
- ☐ Performance improvement plan
- ☐ Termination

Attachments

Attach any relevant documents, emails, or evidence related to the conduct issue.

Manager's comments/notes

Include any additional comments or notes that may be relevant to the situation

Follow-Up

Outline any follow-up actions needed, including future meetings or reviews of the employee's progress.

Chief Coordinator's Name
Date
Signature:

Employee's Name
Date
Signature:

