



## INDOOR PLAYGROUND AND PARTY CENTER

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## JUMP INTO ADVENTURE



# EMPLOYEE DISCIPLINARY REPORT

Employees receiving this warning report are hereby put on notice of a violation of Safari Nation's rules and/or standards of conduct. Further violation of such conduct may result in further disciplinary action, including possible termination of employment.

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

| Date of Violation:       |                                   | Time of Violation:       |                                | Manager on Duty:         |                              |
|--------------------------|-----------------------------------|--------------------------|--------------------------------|--------------------------|------------------------------|
| <input type="checkbox"/> | Attendance                        | <input type="checkbox"/> | Violation of safety rules      | <input type="checkbox"/> | Improper use of computer     |
| <input type="checkbox"/> | Late for Work                     | <input type="checkbox"/> | Working on personal matters    | <input type="checkbox"/> | Stealing/dishonesty          |
| <input type="checkbox"/> | Left work without approval        | <input type="checkbox"/> | Insubordination                | <input type="checkbox"/> | Drinking/drugs while at work |
| <input type="checkbox"/> | Not in proper work area           | <input type="checkbox"/> | Failure to clock out for break | <input type="checkbox"/> | Improper language            |
| <input type="checkbox"/> | Substandard work quality          | <input type="checkbox"/> | Improper attire/jewelry        | <input type="checkbox"/> | Lack of teamwork             |
| <input type="checkbox"/> | Unsatisfactory attitude to others | <input type="checkbox"/> | Improper use of cell phone     | <input type="checkbox"/> | Improper use of equipment    |
| <input type="checkbox"/> | Failure to supervise children     | <input type="checkbox"/> | Improper food handling         | <input type="checkbox"/> | Other (specify below)        |
| <input type="checkbox"/> | Complaint from parent             | <input type="checkbox"/> | Improper play with children    | <input type="checkbox"/> |                              |

DESCRIPTION OF VIOLATION: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

EMPLOYEE REACTION: \_\_\_\_\_

|                          |                   |                          |             |                          |                     |
|--------------------------|-------------------|--------------------------|-------------|--------------------------|---------------------|
| <input type="checkbox"/> | 1st Warning       | <input type="checkbox"/> | 2nd Warning | <input type="checkbox"/> | 1 Week Probation    |
| <input type="checkbox"/> | 1 Week Suspension | <input type="checkbox"/> | Dismissal   | <input type="checkbox"/> | Automatic Dismissal |

I have read this Employee Disciplinary Report and understand it.

X \_\_\_\_\_ Date \_\_\_\_\_ [ ] Employee declined to sign form