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| Name of employee: | Date: |
| Work Area / Location: | Position or craft: |
| What is the employee being reprimanded for? |
| \_\_\_ Conduct \_\_\_ Production \_\_\_Timeliness/Tardiness \_\_\_Safety \_\_\_ Other |
| Please explain: |
| What is expected of this employee in response to this reprimand? |
| How will supervision assist the employee? |
| Has the employee been warned about this before? \_\_\_Yes \_\_\_\_No / \_\_\_Written \_\_\_Verbal |
| Date of earlier reprimand and by whom: |
| Supervisor’s/Foreman’s name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Supervisor’s/Foreman’s signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Notes / Other Comments: |

| **Revision / Review History** |
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| **Revision** | **Date** | **Authorized By** | **Changes** |
| 1 | 9/22/2004 | Safety Director | Annual review |
| 1 | 1/3/2006 | Safety Director | Annual review |
| 2 | 16/26/2006 | Safety Director | Updated format |
| 2 | 9/6/2007 | Safety Director | Annual review |
| 3 | 10/7/2011 | Safety Director | Updated per code changes |
| 4 | 7/11/2016 | Safety Director | Annual review / Update format |
| 4 | 6/30/2017 | Safety Director | Annual review |
| 4 | 3/19/2018 | Safety Director | Annual review |
| 4 | 6/10/19 | Safety Director | Annual review |
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