



PERSONEL DİSİPLİN FORMU
PERSONNEL DISCIPLINARY FORM

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PERSONNEL DISCIPLINARY ACTION FORM

This form shall be completed for all disciplinary actions administered to SESMEKE employees.

Location: _____ Date: _____

To (Subject of Disciplinary Action): _____

From (Immediate Supervisor): _____

Type of Action:

- Written Warning – First Offense
 Written Warning – Second Offense
 Disciplinary Suspension without Pay for _____ days
 Demotion
 Dismissal, your last day of work will be _____ 200__.

Type of Infraction

- Job Performance
 Personal Conduct
 Grossly Inefficient Job Performance
 Safety Violation

Supervisor's Description of Infraction(s):

Please provide specific details, dates, locations, names of other employees involved, etc.

Corrective Action Required from Employee

Please provide specific details and timeframes as applicable.

History of Disciplinary Action(s) Against Employee:

Please list written warnings, suspensions, and demotions inclusive of dates and subjects.

Supervisor's Signature

Date:

Employee Acknowledgement of Receipt

I acknowledge receipt of this memorandum:

Employee's Signature

Date

Complete this section as appropriate.

- I have presented this memorandum in person but the employee refuses to sign the above acknowledgement of receipt.
- Memorandum delivered to employee by certified courier.

Signature

Date

Distribution: Original to Employee
Copy to Supervisor/Depot Manager
Copy to Country Manager
Copy to File

Instructions for Completion of the Personnel Disciplinary Action Form

1. Supervisor shall first review the SESMEKE Personnel Disciplinary Action Procedure Policy.
2. The Supervisor shall provide **full** and **explicit** information for each line and section of the form. Additional attachments may be used as necessary.
3. The Personnel Disciplinary Action Form will be signed by the Supervisor or the Depot Manager, and for second written warnings approved by the Deputy Country Manager, and for suspension or demotions approved by the Country Manager, and for dismissal approved by the SESMEKE President before delivery to the employee.
4. After the form is approved, it becomes an official memorandum of disciplinary action.
5. When possible, the memorandum will be presented in person to the employee by the immediate supervisor.
6. The employee may refuse to sign the memorandum. If the employee refuses to sign, the individual delivering the memorandum to the employee **must** check the appropriate statement and sign in the space provided.
7. The original memorandum will be given to the employee with copies being retained by the supervisor, by the Country Manager and included into the employee's personnel file.

Supervisor's Acknowledgement

Location: _____	Date: _____
Employee Name: _____	Length of Employment: _____
Employee Position: _____	Type of Action: _____
I have read the above referenced instructions and references in preparing the Personnel Disciplinary Action Form.	
_____	_____
Supervisor's Signature	Date

Additional Approvals

Form reviewed and approved by Depot Manager:

_____ Date: _____

Form reviewed and approved by Assistant Country Manager: *(required for 2nd written warning)*

_____ Date: _____

Form reviewed and approved by Country Manager: *(required for suspension or demotion)*

_____ Date: _____

Form reviewed and approved by Company President: *(required for dismissal)*

_____ Date: _____