



MCVAY DRILLING COMPANY
Safety Management System

		Doc No:	DAP
		Initial Issue Date	Aug 2016
Disciplinary Action Report		Revision Date:	Initial Version
		Revision No.	0
		Next Revision Date:	As Needed
Preparation: Safety Mgr.	Authority: President	Issuing Dept: Safety	Page: Page 1 of 2

Employee Name:

Date of Notice:

Supervisor Name:

Type of Violation:

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Absenteeism
<input type="checkbox"/> Conduct
<input type="checkbox"/> Unsatisfactory job performance
<input type="checkbox"/> Policy and/or procedure violation
<input type="checkbox"/> Other: (explain) | <input type="checkbox"/> Safety violation
<input type="checkbox"/> Tardiness
<input type="checkbox"/> Quality of Work
<input type="checkbox"/> Insubordination |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Date of Occurance: _____

Details of Occurance:

Employee Statement:

Expected Improvement: (Include a clear statement as to the consequences of failing to improve)

Corrective Action to be Taken: Verbal Warning Written Warning Termination

By signing this notice, I am acknowledging that I have been counseled about my inappropriate conduct and informed of the consequences if improvements are not made.

Employee Signature:

Date:

Supervisor Signature:

Date:

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Supervisor Checklist for Notice of Disciplinary Action

- Described problem in detail to employee.
(Translator may be necessary and must be a supervisor)
- Explained how problem interferes with work environment, employee performance, operations, or the well-being/safety of other employees.
- Explained in detail what employee must do to improve performance or change behavior.
- If applicable, stated deadline for improvements or corrective action.
- Explained consequences if improvements are not achieved by the date specified.
- Explained employee is “at will” and that there may be no further warnings prior to termination.
- All discussions concerning discipline should remain confidential.