

EMPLOYEE DISCIPLINARY ACTION
HR POLICY 3.2.3
SMOKING POLICY

Last Name

First Name

Date of Incident

Written Warning

Termination

Reason for Discipline: Willful intent to violate policy 3.2.3: Marklund instituted a no smoking/tobacco/vapor free policy effective 8-01-2011. This is to be no smoking on any Marklund property. Employee was smoking

(where) at approximately _____
(time) on _____
(date).

THIS WILL BE THE ONLY WRITTEN WARNING YOU WILL RECEIVE FOR VIOLATION OF THIS POLICY. FURTHER VIOLATIONS MAY RESULT IN TERMINATION.

Supervisor's Signature

Witness' Signature

Employee's Signature**

Date

(**)Employee's signature is required to verify receipt and does not necessarily indicate that the employee agrees with the disciplinary action.