



Kupu Program Coaching, Counseling, & Disciplinary Notice

Participant's Name: _____

Date: _____

Service Site: _____

Explain:

Verbal Warning

Written Warning

Suspension

Effective Date: _____

Return to Work Date: _____

Date of Incident: _____

Time of Incident: _____

Incident

Failure to follow Instructions

Rudeness to team members

Rudeness to others

Attendance (Unexcused absence, left before shift,

Ended, tardiness, no call, no show for work)

Handling personal matters during service hours

Violation of Program Policies/Procedures

Violation of Safety Rules

Willful damage to Material/Equipment

Unsatisfactory performance

Insubordination

Other: _____

Description of Incident: *(Who, what, where, why and how) Use back of sheet if necessary.*

Solution: *Use back of sheet if necessary.*

Consequences: *Failure to comply with all program policies, procedures and rules and the above stated solution immediately may lead to further disciplinary action up to and including release from the program.*

Authorized Signature

Print Name

Date

I acknowledge that I have read and understand the above and I disagree with the statement because:

Participant's Signature

Print Name

Date

