



Kupu Program Coaching, Counseling, & Disciplinary Notice Participant's

Name: _____ Date: _____

Service Site: _____ Verbal Warning

Written Warning

Great Job! Suspension

Explain: _____ Effective Date: _____

_____ Return to Work Date: _____

_____ Date of Incident: _____ Time of

Incident: _____

Incident

Failure to follow Instructions Violation of Program Policies/Procedures Rudeness to team members
Violation of Safety Rules Rudeness to others Willful damage to Material/Equipment Attendance
(Unexcused absence, left before shift, Unsatisfactory performance Ended, tardiness, no call, no show
for work) Insubordination

Handling personal matters during service hours 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.*

Signature Print Name Date _____ **Authorized**

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

Participant's Signature Print Name Date



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Great job! *(Continued)*:

Description of Incident *(Continued)*:

Solution *(Continued)*:

Consequences *(Continued)*:
