

MME Disciplinary Action

- Corrective Interview
- Written Reprimand
- Probation

- Suspension
- Termination

Mission Mountain Enterprises, Inc. reserves the right to take whatever action it deems appropriate to discipline and counsel employees for poor performance, disruption of the operation or violation of policies or standards.

Employee Name _____
Supervisors Name _____

Date _____

Date and Description of Infraction _____

Policy or Standard Violated _____

1.) Corrective Action expected from employee 2.) Corrective support provided by employer 3.) Disciplinary action that will be taken if there is a recurrence. 4.) Date of follow up meeting with supervisor.

Employees Signature _____ Date _____
Supervisors Signature _____ Date _____

(Your signature is intended only to acknowledge receipt of the notice; it does not imply agreement or disagreement with the notice itself. If you refuse to sign, someone in a supervisory position within the agency will be asked to initial the form indicating that you received a copy of the form.)

08/04