**Extraco Progressive Discipline Warning Form** **– Step One**

Employee Name: Click here to enter text. Date: Click here to enter a date.

Manager/Supervisor Name: Click here to enter text.

This meeting is to advise you of the issues outlined in this document and to serve as a reminder of the standards by which all Extraco employees are required to work. As your supervisor, I am here to help you succeed and am identifying these behaviors to help you improve your performance. You are an important member of our team and your performance is critical to our success; however, we need you to improve in the area(s) below.

**Reason for Disciplinary Action:**

You are receiving this disciplinary action due to the following policy and procedure violations. These are major violations as they increase the risk of loss to Extraco and loss of credibility with the customer.

Date of Infraction(s): Click here to enter text.

Nature of Infraction(s): Click here to enter text.

**Impact on others:**

* Potential financial loss to Extraco Banks
* Potential loss of credibility with our customer
* Failure to follow/adhere to Retail Banking policy/procedure
* Added work to your management team

**Desired outcomes:**

* Slow down and pay close attention to detail
* Balance transactions each day without error
* Follow Extraco Policy and Procedures and Retail Banking Standards

Manager’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have received this disciplinary action and understand that any further incidents within the next  days may result in further disciplinary action up to and including termination of my employment.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Statement: (Describe any assistance needed to improve. Use additional sheets if necessary).

Human Resources Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_