

# Employee Disciplinary Form

## Weekly Progress Grade

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\*Each infraction results in \$100 deducted (1 point each) from your total income per week**

| Infraction            | Standard not met  | Loss of Income |
|-----------------------|---|----------------|
|                       | Act as a responsible team member  |                |
|                       | Use leadership skills   |                |
|                       | Be respectful of others (during presentations & while other are speaking) |                |
|                       | Show good judgment  |                |
|                       | Treat everyone equally  |                |
|                       | Use proper language   |                |
|                       | Use computers and phones for work related tasks only                      |                |
|                       | Distribute work evenly when working on teams                              |                |
|                       | Have a good attitude  |                |
|                       | Meet all deadlines (late work)  |                |
|                       | Use correct boundaries  |                |
|                       | Clean up work area (papers, chairs)                                       |                |
| <b>Total for Week</b> |   |                |