

Course of Action Form

Employee name:	Employee title:
GPI representatives name:	GPI Representatives title:
Today's date:	Incident date:
Incident time:	Incident location:

Description of the incident that occurred:

Witnesses to the incident (if applicable):

Names of those in attendance at current disciplinary action meeting:

Corrective or disciplinary action to be taken:

- Verbal
 Written
 Probation
 Dismissal
 Other (explain below)

(If on probation, period begins _____ and ends _____.)

Goals to be Achieved:

Consequences for failure to improve performance or correct behaviour:

Prior discussions or warnings on this subject, whether oral or written:

Employee statement:

I acknowledge that I have read and understand the above information and consequences.

Employee Signature

Date

GPI Representative Signature

Date

*Note: A copy for employee's file.