**Employee Incident Report Form**

**Company Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name:** | ABC Industries Pvt. Ltd. | **Address:** | 123 Main Road, Karachi, Pakistan |
| **Phone:** | +92-300-1234567 | **Email:** | [hr@abcindustries.com](mailto:hr@abcindustries.com) |

**1. Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** |  | **Job Title:** |  |
| **Department:** |  | **Employee ID:** |  |

**2. Incident Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Incident:** | 12 Feb 2025 | **Time of Incident:** | 3:45 PM |
| **Location:** | Production Floor | | |
| **Type of Incident:** | ☐ Unprofessional Behavior | ☐ Misconduct | ☐ Violation of Company Policy |
| ☐ Safety Violation | ☐ Other: |  |

**Description of Incident (What happened?):**

|  |
| --- |
| Employee raised his voice at a colleague during a discussion and refused to follow immediate instructions from the supervisor. |
|  |

**3. People Involved / Witnesses**

**Names and Roles:**

|  |
| --- |
| Witness: Ahmed Khan, Supervisor |
| Witness: Maria Ali, Production Assistant |
|  |

**4. Immediate Action Taken**

**Actions:**

|  |
| --- |
|  |
|  |

**5. Follow-Up Action Needed**

* **Recommended Action:**  
  ☐ Verbal Warning  
  ☐ Written Warning  
  ☐ Counseling Session  
  ☐ Training / Skill Development  
  ☐ Suspension  
  ☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sample Recommendation:**

* Written warning and anger-management training.

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**6. Supervisor / Manager Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Position:** |  |
| **Signature:** |  | **Date:** |  |

**7. HR Department Use Only**

|  |  |  |  |
| --- | --- | --- | --- |
| **Reviewed By:** |  | **Decision / Final Action:** |  |
| **Effective Date:** |  |  |  |

**Optional Excel Fields & Formulas**

If you create this form in Excel, you may add auto-fill or calculation fields:

| **Field** | **Example** |
| --- | --- |
| Incident Duration (if needed) | 1:30 hours |
| Days for Follow-Up Review | 3 |