**Employee Misconduct Report Form**

**Company Name**

|  |  |  |  |
| --- | --- | --- | --- |
| **Address:** |  | **Phone:** |  |
| **Email:** |  | **Date of Report:** |  |

**1. Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name:** |  | **Job Title:** |  |
| **Department:** |  | **Supervisor/Manager:** |  |

**2. Details of Misconduct**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Incident:** |  | **Time of Incident:** |  |
| **Location:** |  | | |

**Type of Misconduct (check all that apply):**

|  |  |  |  |
| --- | --- | --- | --- |
| ☐ Unprofessional behavior | ☐ Violation of company policy | ☐ Harassment or inappropriate conduct | ☐ Absenteeism/Tardiness |
| ☐ Disobedience or insubordination | ☐ Safety violation | ☐ Other: |  |

**3. Description of Incident**

Provide a clear and detailed description of what happened:

**Description:**

|  |
| --- |
|  |
|  |
|  |

**4. Witness Information**

**Were there any witnesses?** ☐ Yes ☐ No

If yes, list names:

|  |
| --- |
|  |
|  |

**5. Evidence Provided (if any)**

* ☐ Written statements
* ☐ Photos/Videos
* ☐ Emails or messages
* ☐ Documents
* ☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6. Previous Warnings (if applicable)**

**Has the employee been warned before?** ☐ Yes ☐ No If yes, specify:

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
|  | | | |
| Type of warning: |  | Date of warning: |  |

**7. Recommended Action**

* ☐ Verbal Warning
* ☐ Written Warning
* ☐ Counseling/Training
* ☐ Suspension
* ☐ Final Warning
* ☐ Termination
* ☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reason for recommended action:**

|  |
| --- |
|  |
|  |
|  |

**8. Signatures**

**Supervisor/Manager:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Signature: |  | Date: |  |

**HR Representative:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Signature: |  | Date: |  |

**Employee (Acknowledgment):**  
*(Signature does not mean agreement—only acknowledgment of receiving the report.)*

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Signature: |  | Date: |  |