



INDUSTRIAL INSULATION SUPPLY, LTD
667 Winkler Road
Willshire, OH 45898

Phone: (260) 438-5692

Email: industrialinsulationsupplyco@gmail.com

Website: www.industrialinsulationsupply.com

Employee Progressive Performance Referral

To: _____ Jobsite/Department: _____
Employee Name

- Disciplinary Action: Verbal Caution*
Verbal Warning*
Written Warning
Suspension Without Pay
Decision Making Leave
Termination

* Completion of this form for Initial Counseling or Verbal Warning shall serve as documentation only and should not be filed in the employee's personnel file unless the matter proceeds to the Written Warning step of progressive discipline.

Your performance has been found unsatisfactory for the reason(s) set forth below. Your failure to improve or avoid a recurrence will be cause for further disciplinary action in accordance with the Industrial Insulation Supply, LTD Progressive Discipline Policy found on p. 13 & 14 of the HSE Written Safety Manual.

Details: _____

Agreed-upon improvement plan: _____

Date of next meeting for follow-up: _____

A copy of this warning was personally delivered to the above employee by:

Supervisor

Date



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Acknowledgement

I have received and read this referral notice. I have been informed that a copy of this notice will be placed in my personnel file in Human Resources (*except in the case of initial counseling or verbal warning*).

Employee

Date