

Employee Written Reprimand Harassment Policy Violation

Employee Name: _____

Position/Department: _____

Date Issued: _____

Description of Violation

Harassment Policy Reference

Summary of Incident

Corrective Action Required

Consequences of Further Violations

Acknowledgement

This written reprimand has been discussed with the employee. The employee's signature acknowledges receipt, not necessarily agreement.

Employee Signature / Date

Supervisor Signature / Date