

Qdoba® Restaurant Corporation Disciplinary Action



EMPLOYEE INFORMATION

_____ Employee Name	_____ Date and Time of Infraction
_____ Position	_____ Home Department and/or Restaurant

REASON(S) FOR WRITE-UP: _____

- Tardiness/Absenteeism
- No Call/No Show for Shift
- Failure to Follow Procedure
- Wrongful Conduct
- Carelessness
- Unsatisfactory Performance
- Other: _____

DESCRIBE THE POLICY VIOLATION OR UNSATISFACTORY PERFORMANCE, WITH SPECIFICS:

_____ _____ _____

EXPLAIN THE SPECIFIC STEPS OR ACTION REQUIRED TO IMPROVE PERFORMANCE, AS WELL AS EXPECTATIONS:

_____ _____ _____

Qdoba Restaurant Corporation takes performance and disciplinary matters very seriously. It's important the employee recognize the severity of his/her actions, and understand that future violations may result in further disciplinary action up to, and including, termination. Improvement must be immediate & sustained.

EMPLOYEE COMMENTS

_____ _____

Employee Signature _____ Date ____/____/____

Supervisor Signature _____ Date ____/____/____

Witness Signature _____ Date ____/____/____