

An Employee Conduct report should never show “Declined” or “Not Requested”, as the Employer **must ask you** if you want a Job Steward present for a meeting (see below):

I HAVE READ THE "EMPLOYEE CONDUCT REPORT" AND I UNDERSTAND IT

PERSON PREPARING REPORT - PRINT & SIGN	TITLE	DATE
PERSON ADMINISTERING CORRECTIVE ACTION - PRINT & SIGN	TITLE	DATE
EMPLOYEE SIGNATURE		DATE
DECLINED		
JOB STEWARD - PRINT & SIGN		DATE