

第一次/第二次书面警告 —— 行为
FIRST/SECOND WRITTEN WARNING - CONDUCT
Disciplinary Procedure 纪律程序

Declaration:
声明:

Any recurrence of the above or any other breach of discipline, you will be issued with a further warning and, if there is no improvement in your record future, disciplinary action could include dismissal.

一旦您再次违反上述纪律或其它纪律，将会向您发出进一步的警告。如果您未来的记录没有显示您改进的迹象，则您将会受到包括解雇在内的纪律处分。

I confirm that I have received a copy of this written warning

本人特此确认，本人业已收到该书面警报的复件

Employee Signature:

Date:

员工签名:

日期:

To be retained in employee's file

该记录将放在员工档案内。