### TEAM MEMBER WARNING FORM

<table>
<thead>
<tr>
<th>Teammate Name</th>
<th>Hire Date</th>
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<table>
<thead>
<tr>
<th>Restaurant Number</th>
<th>Job Title</th>
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<table>
<thead>
<tr>
<th>Warning Date</th>
<th>Previous Warning Date</th>
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</tbody>
</table>

#### Nature of Incident *(Check all that apply):*

- [ ] Tardiness / Absenteeism
- [ ] Guest Courtesy
- [ ] Policy Breach
- [ ] Language
- [ ] Substandard Quality of Work
- [ ] Insubordination
- [ ] Uncooperative
- [ ] Conduct
- [ ] Damaged Equipment
- [ ] Food Safety
- [ ] Carelessness
- [ ] Other _______________________

#### The Above Incident(s) Occurred *(List the time & date)* at ___ : ___ AM / PM on ___ / ___ / ___.

#### This is the:
- [ ] First Warning
- [ ] Second Warning
- [ ] Third Warning

#### This Warning Has Led to Termination *(Circle one)*:
- [ ] YES
- [ ] NO

#### Employer’s Remarks *(Be as specific as possible):*

________________________________________________________________________________________________________
________________________________________________________________________________________________________

#### Corrective action to be taken:

________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________

#### Teammate’s Remarks:

The absence of any statement on the part of the team member indicates his/her agreement with the report as stated.

________________________________________________________________________________________________________
________________________________________________________________________________________________________

I have entered my version of the matter above. I hereby acknowledge that I have read and understand the contents, both verbal and written, of this warning with regard to my job performance. The above will be made part of my record, as of this date.

**Teammate’s Signature** ________________________________  **Date** ___ / ___ / ___

**Manager’s Signature** ________________________________  **Date** ___ / ___ / ___

**Owner’s Signature** ________________________________  **Date** ___ / ___ / ___

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