

EMPLOYEE INCIDENT REPORT

Employee Information

Employee Name: _____ Position _____

Location Of Employment: _____

Incident Information

Date/Time: _____ ☐ Verbal Warning ☐ Written Warning

Description of incident / behavior: _____

Employee's explanation of incident / behavior: _____

Action Taken

Desired behavior: _____

Has this incident / behavior been explained to the employee: ☐ Yes ☐ No

Plan to resolve this incident / behavior: _____

Consequences of failure to resolve incident / behavior: _____

Manager's Signature: _____ Date _____

Employee's Signature: _____ Date _____

(Create one copy for employee file on site and one for home office)

Atwells Group Hospitality Management, LLC is a management company organized as a limited liability company, whose sole purpose is managing restaurants and facilitating their needs. There is no unity or commingling of corporate and financial interests among the management company and the managed restaurants. Each managed restaurant is a distinct, separate and independent business entity and enterprise with its own signature cuisine, exemplary quality and culinary experience. Each restaurant is individually owned and has its own fine reputation, personality and style. Enjoy them all.