

DISCIPLINE QUESTIONNAIRE
(Demotion, Suspension, Discharge, etc.)

NAME: _____ DATE: _____

Please answer all of the following to the best of your ability. If a question does not seem to apply to you, move on to the next one.

1. Provide your employment history with the employer (Respondent) as follows:
 - a. Name of Position you applied for: _____
 - b. Position/title at time of hire: _____
 - c. Position/title at time of most recent discipline: _____
 - d. Date you were selected for the job you held at the time of the most recent discipline: _____
 - e. Name of section/department at time of most discipline: _____
 - f. Name and title of your immediate supervisor at time of most recent discipline: _____
2. Describe the most recent discipline (discharge, suspension, demotion, etc.) given you: _____
3. What explanation was given to you as the reason(s) for receiving this most recent discipline? _____

4. On what date were you told of the discipline to be given to you? _____
5. Were you informed orally or in writing of this discipline? _____
6. What is the name and title of the person who informed you of the discipline to be given you? _____
7. If known, is the person identified in Question #6 the person who recommended your discipline? _____. If not, identify by name and title the person who recommended that you be disciplined. _____

If you were disciplined for performance deficiencies, please answer questions 8-13 and provide copies of all documents in your possession which describe each answer.

8. What is the employer's discipline policy related to all performance deficiencies?

9. How do you know what this discipline policy is? _____

10. Did you have any performance problems to the extent claimed by your employer? If not, what is your version of your performance record and how can this be documented? _____

11. Is performance documented by means such as manual or computer-generated sales records, productivity reports, etc.? If yes, describe the type(s) of reports generated. If there are no such reports or listings, explain to the best of your knowledge how the employer keeps track of performance-related matters. _____

12. Describe your last two performance reviews, to include the overall rating, any specific area(s) of negative comments, the approximate date of each review, and the name and title of the person who gave you each review. _____

13. Have you received any oral or written counseling or notices of deficiency related to performance (e.g., written warnings, suspensions, placement on probation, etc.)? If yes, describe all actions to include nature of action taken by the employer, stated reason for action taken, date, and name/title of supervisor or manager who caused the action to be taken. _____

If you were disciplined for conduct violations, please answer questions 14-17 and provide copies of all documents in your possession which describe each answer.

14. What is the discipline policy related to the rules, policies, or practices to which you were charged with violating? _____

15. How do you know what the discipline policy is? _____

16. Did you commit the offense(s) or violate the rule(s) for which you were disciplined? If not, what is your version of what happened and how can you demonstrate that you did not commit this offense? _____

17. What type of discipline have you previously received? Describe each discipline, including the date, reason, type of discipline, and name and title of your immediate supervisor at the time of each discipline. _____

Continue here whether discipline was for performance or conduct reasons.

18. Identify all persons in comparable positions who have had similar performance or conduct problems within the last two years but who received a lesser discipline than you received. For each person named, provide the following information (add extra pages, if needed to complete your answer):
- a. Name: _____
 - b. Race _____, sex _____, national origin _____, approximate age _____.
 - c. Job title: _____
 - d. Name/Job title of immediate supervisor: _____
 - e. Description of performance or conduct problems: _____

 - f. Type of discipline, if any, given to this person: _____

g. When did this occur? _____

h. How do you know about the performance or conduct deficiencies and discipline given to this employee? _____

19. Identify all persons in comparable positions who have had performance or conduct problems within the last two years and who have been disciplined in the same manner as you were. For each person listed, provide the following information (add extra pages, if needed to complete your answer):

a. Name: _____

b. Race _____, sex _____, national origin _____, approximate age _____.

c. Job title: _____

d. Name/Job title of immediate supervisor: _____

e. Description of performance or conduct problems: _____

f. Discipline given to this person: _____

g. When did this occur? _____

h. How do you know about the above circumstances? _____

20. Why do you believe that you and the persons cited in Question #19 above were disciplined more severely than those persons cited in Question #18 above? _____

21. For what reason(s) do you believe that you were discriminated against because of your race, sex, color, religion, national origin, age, disability, or in retaliation in a manner made unlawful by the statutes administered by the EEOC? _____

Additional space to answer questions. Please indicate the question number you are referencing.

I declare under penalty of perjury that all of the information I have given in this document is true and correct to the best of my knowledge.

Signature

Date