

Date of Accomplishing Form: \_\_\_\_\_

Time: \_\_\_\_\_

NAME: \_\_\_\_\_

SEC / DEPT / DIV: \_\_\_\_\_

**D**

**TEAM MEMBER'S EXPLANATION** (Discuss thoroughly the implications of the offense and the constructive courses of action which he / she and/or you may take to prevent/avoid any similar commission in the future.)

- Note: 1. For all offenses, a written explanation should be submitted within 96 hours (4 working days).  
2. Failure of the Team Member to submit his / her written explanation on the day indicated above constitutes a waiver of his / her right to explain his / her side.

Lined area for writing the team member's explanation.

**Certified True & Correct:**

Printed Name and Signature of Team Member \_\_\_\_\_

Date: \_\_\_\_\_

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