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.

Certified True & Correct:

Printed Name and Signature of Team Member

Date: ________________________________

(Revised: August 2000)