Disciplinary Report Form

Employee name: Kowsar Hassan	Hire Date: 8/24/16	Job title: Production
Department: Production	Shift: 2nd	Supervisor: Heng Somark

Offense track: _X_ Performance issue _ Work rule violation, **Work rule violated, if any:**

Type of offense: __ Absenteeism __ Tardiness Misuse of property/equipment __ Using property/equipment for personal use __ Leaking confidential information __ Theft or fraud __ Lying or cheating __ Falsifying company documents __ Unsafe behavior __ Eating in undesignated areas __ Smoking in undesignated areas __ Posting items without permission __ Spreading gossip __ Using vulgar language __ Horseplay __ Indecent behavior __ Bringing weapon onsite __ Bringing illegal drugs/alcohol onsite __ __ Sleeping on the job __ Poor hygiene __ Poor housekeeping __ Disregarding dress code __ Other__ Disruption in the work place ___ Threatening or creating conflict w/ coworkers

_X_Failing to follow instructions
_X_ Poor work quality
_X_ Poor work quantity
_x_ Refusing to work

Incident description: (Describe actions, behavior, or incident; date(s); time(s); place(s); witness(es) and his/her observations; impact(s) of actions, behavior, or incident; employee's responses immediately after the incident and other significant conversations; employee's previous related training or counseling; and other relevant facts.)

On 11/17/16 the supervisor found Kowsar asking other employees to do her job and was told by the line leader that she was talking and not doing her job duties. She should have been putting the trays in the WIP boxes. She said the line was running too fast to keep up and asked if she could only make boxes instead. The supervisor told her that he did not have a position for her to only make boxes and we have to follow the rotating schedule. She asked if he could have someone help her but it is a one person position and he did not have extra staff. He then came back and she was still talking and not paying attention to her job duties. She has been moved to other areas but stated those areas give her headaches. The supervisors would like to see an improvement with in week other wise we will have to end her assignment.

Completed by: Kelsey Sikkink **Date: 11/18/16**

(Shaded area to be completed by Human Resources only.)

Progressive step: __ Oral warning* __ Suspension (unpaid) __ Written reprimand __ Release __ Suspension (paid) **File apart from personnel files and copies thereof*

_X_ Written

Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:

Verbal on 10/25/16

Consequence if incident occurs again:
If no improvements by 11/25/16 assignment will end

Human Resources Signature(s): **Date**

Employee statement: __ I agree with the incident description above. __ I disagree with the incident description above. **Date report presented to employee:**

Employee comments: (Attach sheets if necessary.)

Employee acknowledgement: My signature acknowledges that I have received this report and that it has been discussed with me. I understand that my signature is not an admission of the incident or offense. I understand that I may appeal this report by filing a Discipline Complaint Form.

Employee signature: _____ **Date:** 11/18/16
Witness signature (if any): _____ **Date:** _____
Signature of person presenting report: Kelsey Sikkink **Date:** 11/18/16