



Disciplinary Report Form

Employee name: Bile Gedi	Hire Date: 7/21/14	Job title: Production
Department: Production	Shift: 2nd	Supervisor: Heng Somark

Offense track: 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 Failing to follow instructions Poor work quality Poor work quantity Refusing to work Sleeping on the job Poor hygiene Poor housekeeping Disregarding dress code Other Disruption in the work place Threatening or creating conflict w/ coworkers

Insubordination

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.)
 The Rotary line was done at 4pm and employees were either sent home or asked to go to the North plant to work. Bile Gedi currently palletizes for the Rotary line and when the line was done there was not another position available for him at the South plant. He declined to go to the North plant. He was told to speak to his supervisor but instead found Bri Bata(RF employee) and demanded to speak to out client Lisa Campbell(RF HR). Lisa was unavailable so Bile went home. Bile has been told in the past that he needs to communicate with his supervisor. He was also given an option to work at the North plant to finish his shift but he declined.

Completed by: <i>Kelsey Sikkink</i>	Date: 12/6/16
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(Shaded area to be completed by Human Resources only.)	
Progressive step: <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Written reprimand <input type="checkbox"/> Release <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof <input checked="" type="checkbox"/> Termination	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: Verbal's for disruption in the workplace and for following the chain of command when there are issues in the workplace. 11/22/16, 8/11/16

Consequence if incident occurs again:
N/A

Human Resources Signature(s):	Date
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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:** _____
Witness signature (if any): _____ **Date:** _____
Signature of person presenting report: _____ **Date:** _____

Kelsey Sikkink

From: Samarth Chea <samarth@reichelfoods.com>
Sent: Monday, December 5, 2016 4:21 PM
To: Kelsey Sikkink
Cc: Mike Schumacher; Lisa Campbell; Hugh Fendry; Heng Somark; Samarth Chea; Sophearin Cheng
Subject: Bile Gedi

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Kelsey,

Rotary Line was done at 4:00pm today. Bile asked to stay but we do not have any spot available for palletizing, I asked him if he would like he can speak with Heng or Sophearin to see if anyone would want to go home early on the other lines. He said he is tired of talking with Heng about asking to stay when his line is done. I made it clear to him that if he wants to stay he has to communicate with us in order for us to find work for him if available. After I got done with speaking to him, he walked over to Bri Bata and demanded to talk with Lisa Campbell. I asked Bri what was going on and he says his back hurts. He is not communicating with us at all this these issues when we told him many times to let us know if there was any issues. Again Bile is giving us a hard time and refuses to follow procedure about reporting issues.

What can we do if he continues to give us a hard time and doesn't follow up with us? We have made it clear many times with him and he seems not to progress any further and continues to disrespect our position as not follow orders from us.

Sam Chea

Production Supervisor
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Meeting with Bile, Hugh, and Kelsey on 12/06/16

Kelsey-

I did request Hugh meet with me and Bile due to Bile being very assertive when issues come up. Our client asked CMG to end Bile's assignment due to the insubordination regarding an event that took place on 12/5/16.

Hugh explained to Bile that due to the previous warnings regarding following the chain of command and again the situation on 12/5/16 that he would be taken off assignment effective 11/6/16. Bile became very upset and started to bring up different issues that were taken care of in the past. Hugh tried to explain that Kelsey did investigations for those but Bile continued to cut Hugh off and would not let Hugh talk. Bile continued to raise his voice and become angry. Hugh explained to Bile that he would no longer have work here and he could come pick up his check this week and next week and escorted Bile to the front to leave.