



Disciplinary Report Form

Employee name: Brad Docken	Hire Date: 12/18/13	Job title: Food 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 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

Failing to follow instructions

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.)

Brad was seen in an area that he was not authorized to be in during work hours and was seen taking an unscheduled break. He has been spoken to regarding going into areas that his job description does not require him to be at.

Completed by: Kelsey Sikkink	Date: 2/14/17
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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	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:
<input checked="" type="checkbox"/> Written Warning	Verbal warning on 2/2/17

Consequence if incident occurs again:
Assignment End

Human Resources Signature(s):	Date: 2/16/17
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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: 2-16-17
Witness signature (if any):	Date:
Signature of person presenting report:	Date: 2/16/17

Kelsey Sikkink

From: Jamie Sorensen <Jamie@reichelfoods.com>
Sent: Monday, February 13, 2017 7:19 PM
To: Kelsey Sikkink; Heng Somark; Lisa Campbell; Samarth Chea; Sophearin Cheng
Cc: Mike Schumacher; Joel Cockram
Subject: RE: Warehouse Sanitor 2nd Shift

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

FYI I physically just found Brad now in the other vacuum pump room upstairs. He wasn't just in plain sight when you walk in either. If you open the door and look you wouldn't see him. He was in a back corner doing, what I don't know. I questioned him and let him know that this room is off limits and sent him downstairs while I went down to follow up with Sam and Heng, so they were aware and could address it.

Thanks,
Jamie

From: Jamie Sorensen
Sent: Monday, February 13, 2017 12:13 PM
To: 'Kelsey Sikkink'; Heng Somark; Lisa Campbell; Samarth Chea; Sophearin Cheng
Cc: Mike Schumacher; Joel Cockram
Subject: RE: Warehouse Sanitor 2nd Shift

Fyi Again last Thursday, 2./9/17. The wrhs sanitor made multiple trips into the secured access vacuum pump room outside the bldg. I attached a video of one example. This time there was someone else coming out of that room too. That person was in there from 7:03pm-7:13pm. Brad was in there from 7:13pm-7:29pm. I am not sure who the other employee is, maybe you guys will recognize? There is another video example I will email, but I was unable to fit on this email. The 2nd example is from 6:19pm-6:33pm. The wrhs sanitor also again, was seen multiple times not using the boot sanitizer in the wrhs throughout the night. I will send you a video example of this too.

Thanks,
Jamie

From: Kelsey Sikkink [<mailto:Kelsey@corpmgmtgroup.com>]
Sent: Thursday, February 02, 2017 9:28 PM
To: Heng Somark
Cc: Jamie Sorensen; Mike Schumacher; Joel Cockram; Samarth Chea; Sophearin Cheng; Lisa Campbell
Subject: Re: Warehouse Sanitor 2nd Shift

Thank you Heng.

Thank you,
Kelsey Sikkink
CMG Client Services Manager
507-923-0366

On Feb 2, 2017, at 9:26 PM, Heng Somark <Heng@reichelfoods.com> wrote:

I ask him why he need to go in there?

He said he just go check the vacuum pump.

I ask him what for?

Just to see it leaking or not so he might able to tell maintenance.

I told him that room we don't allow any employee go in there except maintenance.

So from now on going forward please do not going that room without permission.

He understood .

Thank you

Somark Heng
Production Supervisor

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Reichel Foods, Inc. | 3706 Enterprise Drive SW | Rochester MN, 55902 | Phone: 507.289.7264 | Fax:
507.289.6552 | www.reichelfoods.com

From: Kelsey Sikkink [<mailto:Kelsey@corpmgmtgroup.com>]
Sent: Thursday, February 02, 2017 2:36 PM
To: Heng Somark; Jamie Sorensen; Mike Schumacher; Joel Cockram; Samarth Chea; Sophearin Cheng; Lisa Campbell
Subject: RE: Warehouse Sanitor 2nd Shift

Thank you Heng. Could you please send me a follow up so I can document in his file?

From: Heng Somark [<mailto:Heng@reichelfoods.com>]
Sent: Thursday, February 2, 2017 2:23 PM
To: Jamie Sorensen <Jamie@reichelfoods.com>; Mike Schumacher <mikes@reichelfoods.com>; Kelsey Sikkink <Kelsey@corpmgmtgroup.com>; Joel Cockram <Joel@reichelfoods.com>; Samarth Chea <samarth@reichelfoods.com>; Sophearin Cheng <sophearin@reichelfoods.com>; Lisa Campbell <Lisa@reichelfoods.com>
Subject: RE: Warehouse Sanitor 2nd Shift

Good catch I will address this.

Thank you

Somark Heng
Production Supervisor

From: Jamie Sorensen
Sent: Thursday, February 02, 2017 1:55 PM
To: Heng Somark; Mike Schumacher; Kelsey Sikkink; Joel Cockram; Samarth Chea; Sophearin Cheng; Lisa Campbell
Subject: Warehouse Sanitor 2nd Shift

Fyi While reviewing the cameras for another incident, I came across this. I attached one example. Brad, at least 3 times last night would leave the building for no reason pertaining to his job description and he would enter the MV2 vacuum pump room outside, which is supposed to be a secured room that only maintenance has access too. He would hang out in there each time, for more than 10 minutes... The times are listed below.

2/1/17

<u>Enters Vac Pump Room</u>	<u>Exits Vac Pump Room</u>
5:15pm	5:29pm
7:47pm	8:03pm
9:19pm	9:31pm

Thanks,
Jamie Sorensen, Sanitation Manager
Reichel Foods, Inc.
3706 Enterprise Drive SW
Rochester, MN 55902
www.reichelfoods.com

Phone: 507-289-7264 | Fax: 507-289-6552