



Disciplinary Report Form

Employee name: Hassen Ahmed	Hire Date: 03/15/2017	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

Disruption in the workplace
 Failing to follow safety procedures

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 6/8/17 Hassen and another employee had an altercation. Hassen and the other employee were pushing boxes back and forth and yelling at one another. The boxes could have been damaged or hurt them or their co-workers. Both Hassen and Issias stated the other one was going to kill them. There are no witnesses to the accusations. If this were to happen again Hassen should not engage in the altercation but to report to his supervisor. If this does happen again assignment could end.

Completed by: Kelsey Sikkink	Date: 6/12/17
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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 <input checked="" type="checkbox"/> Written	Previous warnings: Type: _____ Offense: _____ Date: _____ Date: _____ Type: _____ Offense: _____ Date: _____
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Consequence if incident occurs again: **Possible assignment end based on the infraction**

Human Resources Signature(s):	Date: 6/12/17
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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:** 6/12/17
Witness signature (if any): _____ **Date:** _____
Signature of person presenting report: _____ **Date:** _____