



Disciplinary Report Form

Employee name: Andrew Peterson	Hire Date: 5/20/13	Job title: Warehouse Tech
Department: DC	Shift: 2nd	Supervisor: Benn Grenz

Offense track: ___ Performance issue __X__ 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 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

- Poor work quality
- Causing excessive property damage
- Violation of Safety Rules

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.)

It was reported to Jeremy the supervisor on 6/28/17 that the rollers on the door were rusting and the door would not shut properly. After investigation Glen had found the door had been hit after getting some of the rollers out. I reviewed the camera and found that Andrew Peterson hit the trailer door with the forklift and caused damage. He did report it to his supervisor but the client has asked me to end his assignment due to two incidents involving property damage in a year.

Completed by: Kelsey Sikkink	Date: 6/29/17
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(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 <input checked="" type="checkbox"/> Assignment end	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: Written 6/26/17 Substandard work 5/23/17 Violation of Safety Rules Written Verbal 3/30/15 Violation of policy and procedure
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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: Andrew Peterson **Date:** 6-29-17