



# Disciplinary Report Form

<b>Employee name:</b> Asha H Mohamed	<b>Hire Date:</b> 1/15/18	<b>Job title:</b> Sanitation
<b>Department:</b> Sanitation	<b>Shift:</b> 3rd	<b>Supervisor:</b> Jamie Sorenson

**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

**Creating conflict**  
 **Disputing with co-workers**

**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 5/1/19, Aysha arrived to work and Asha H was in the parking lot leaving from her shift. Asha H approached Aysha regarding something she heard that Aysha said. Both the girls got in an altercation and finally walked away from one another. On 7/9/18 both ladies were given a verbal warning for an altercation that day between one another and the expectations of their job and performance were explained to them. They were also told if this were to happen again they would receive a written warning. Since the first altercation, Asha and Aysha no longer work on the same shift. This type of behavior is not allowed and will not be tolerated at any cost as it badly ruins the environment of the organization. We will have to take serious disciplinary actions against you in question if such kind of actions of misconduct is not corrected. You are expected to keep good relations with your co-workers as your cooperation with them is very important for the success of the company.**

**Completed by:** Kelsey Sikkink **Date:** 5/2/19

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

<b>Progressive step:</b> <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	<b>Previous warnings:</b> Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: Verbal on 7/9/18
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**Written Warning**

**Consequence if incident occurs again:** Disciplinary action depending on the offense/up to assignment end

**Human Resources Signature(s):** *Kelsey Sikkink* **Date:** 5/2/19

**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:** *Asha* **Date:** 5/2/19  
**Witness signature (if any):** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Signature of person presenting report:** *Kelsey Sikkink* **Date:** 5/2/19