

Disciplinary Report Form

Employee name: James Bradley	Hire Date: 9/9/2019	Job title: Production
Department: Production	Shift: 2nd	Supervisor: Jeff Ramaker

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

Absenteeism

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.)

Unexcused Absence on 9/10/2019

Completed by: Diana Elton	Date: 9/11/2019
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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

Written Warning for the Attendance Policy

Previous warnings: Type: _____ Offense: _____ Date: _____ Type: _____ Offense: _____ Date: _____

Notified upon hire

Consequence if incident occurs again:
Possible Written Warning / Possible Final Warning

Human Resources Signature(s): <i>Kelsey Sikkink</i>	Date: 9/11/2019
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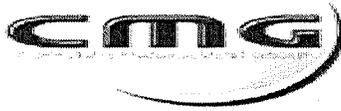
Employee statement: I agree with the incident description above. I disagree with the incident description above.
Date report presented to employee:

Employee comments: (Attach sheets if necessary.)

Go 2 months without calling in
****Please sign and return to CMG****

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: <i>James Bradley</i>	Date: <u>9/15/19</u>
Witness signature (if any): _____	Date: _____
Signature of person presenting report: <i>Kelsey Sikkink</i>	Date: <u>9/15/19</u>



Disciplinary Report Form

Employee name: James Bradley	Hire Date: 9/9/2019	Job title: Production
Department: Production	Shift: 2nd	Supervisor: Jeff Ramaker

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

Absenteeism

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.)

Unexcused Absence on 10/8/2019

Completed by: Diana Elton	Date: 10/9/2019
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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 checked="" 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: Notified upon Hire 9/10/2019 - Written for attendance 10/8/2019 - Written for attendance
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Written Warning for the Attendance Policy

Consequence if incident occurs again:
Possible written warning / Possible final warning

Human Resources Signature(s): <i>Kelsey Sikkink</i>	Date: 10/9/2019
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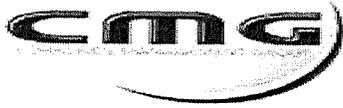
Employee statement: I agree with the incident description above. I disagree with the incident description above.
Date report presented to employee:

Employee comments: (Attach sheets if necessary.)
ACRS when asked to come to office to sign
Go 2 months without calling in
****Please sign and return to CMG****

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: <i>[Signature]</i>	Date: <i>10/19/19</i>

mailed a copy



Disciplinary Report Form

Employee name: James Bradley	Hire Date: 9/9/19	Job title: Production
Department: Production Warehouse	Shift: 2nd	Supervisor: Jeff Ramaker

Offense track: Performance issue Work rule violation, **Work rule violated, if any:**

Type of offense: 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

Absenteeism

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.)

Unexcused on 10/31/19

Completed by: Kelsey Sikkink	Date: 11/1/19
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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: Upon Hire, 9/10/19 Written, 10/8/19 Written
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Written

Consequence if incident occurs again:
Possible final and/or written warning

Human Resources Signature(s): Kelsey Sikkink	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:

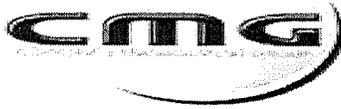
Employee comments: (Attach sheets if necessary.)

James was notified over phone. He was unable to come
Go 2 months without calling in to office.
****Please sign and return to CMG****

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: Kelsey Sikkink **Date:** 11/1/19

Copy mailed



Disciplinary Report Form

Employee name: James Bradley	Hire Date: 9/9/2019	Job title: Production
Department: Production Warehouse	Shift: 2nd	Supervisor: Jeff Ramaker

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

Absenteeism

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.)

Unexcused Absence on 11/7/2019

Completed by: Diana Elton	Date: 11/8/2019
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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

Previous warnings: Type: Offense: Date: Type: Offense:
Date: Type: Offense: Date:

Final Warning for the Attendance Policy

9/10/2019 - Written for attendance
10/8/2019 - Written for attendance
10/31/2019 - Written for attendance
11/7/2019 - Final for attendance

Consequence if incident occurs again:
Possible Final Warning / Possible Assignment End

Human Resources Signature(s): <i>Kelsey Sikkink</i>	Date: 11/8/2019
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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:

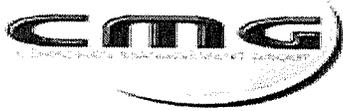
Employee comments: (Attach sheets if necessary.)

notified over phone, James was asked to come to office on 11/8 & 11/9. ncrs.
Go 2 months without calling in
****Please sign and return to CMG****

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: <i>[Signature]</i>	Date: <i>11/10/19</i>

Copy mailed



Disciplinary Report Form

Employee name: James Bradley	Hire Date: 9/9/19	Job title: Production
Department: Production Warehouse	Shift: 2nd	Supervisor: Jeff Ramaker
Offense track: <input checked="" type="checkbox"/> Performance issue <input type="checkbox"/> Work rule violation, Work rule violated, if any:		
Type of offense: <input type="checkbox"/> Tardiness <input type="checkbox"/> Misuse of property/equipment <input type="checkbox"/> Using property/equipment for personal use <input type="checkbox"/> Leaking confidential information <input type="checkbox"/> Theft or fraud <input type="checkbox"/> Lying or cheating <input type="checkbox"/> Falsifying company documents <input type="checkbox"/> Unsafe behavior <input type="checkbox"/> Eating in undesignated areas <input type="checkbox"/> Smoking in undesignated areas <input type="checkbox"/> Posting items without permission <input type="checkbox"/> Spreading gossip <input type="checkbox"/> Using vulgar language <input type="checkbox"/> Horseplay <input type="checkbox"/> Indecent behavior <input type="checkbox"/> Bringing weapon onsite <input type="checkbox"/> Bringing illegal drugs/alcohol onsite <input type="checkbox"/> Failing to follow instructions <input type="checkbox"/> Poor work quality <input type="checkbox"/> Poor work quantity <input type="checkbox"/> Refusing to work <input type="checkbox"/> Sleeping on the job <input type="checkbox"/> Poor hygiene <input type="checkbox"/> Poor housekeeping <input type="checkbox"/> Disregarding dress code <input type="checkbox"/> Other <input type="checkbox"/> Disruption in the work place <input type="checkbox"/> Threatening or creating conflict w/ coworkers <input checked="" type="checkbox"/> Absenteeism		
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.) Unexcused on 11/8/19		
Completed by: Kelsey Sikkink		Date: 11/1/19
(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"/> Final		Previous warnings: Type: Offense: Date: Type: Offense: Date: Upon Hire, 9/10/19 Written, 10/8/19 Written, 10/31/19 Written, 11/7/19 Final
Consequence if incident occurs again: <p style="text-align: center;">Possible final and/or written warning</p>		
Human Resources Signature(s): Kelsey Sikkink		Date:
Employee statement: <input type="checkbox"/> I agree with the incident description above. <input type="checkbox"/> I disagree with the incident description above. Date report presented to employee:		
Employee comments: (Attach sheets if necessary.) <i>World not come to office. Mailed copy and notified one phone.</i> <p style="text-align: center;">Go 2 months without calling in **Please sign and return to CMG**</p>		
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: <i>Kelsey Sikkink</i>		Date: <i>11/1/19</i>