

# Disciplinary Report Form

|                                       |                                  |                                  |
|---------------------------------------|----------------------------------|----------------------------------|
| <b>Employee name:</b><br>Mohamed Aden | <b>Hire Date:</b><br>5/28/2019   | <b>Job title:</b><br>Production  |
| <b>Department:</b><br>Production      | <b>Shift:</b><br>2 <sup>nd</sup> | <b>Supervisor:</b><br>Jonny Soth |

**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 12/27/2019

**Completed by:**  
Diana Elton

**Date:**  
12/31/2019

(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:  
 7/18/2019 - Notification for attendance  
 7/19/2019 - Notification for attendance  
 8/8/2019 - Verbal for attendance  
 8/9/2019 - Verbal for attendance  
 8/12/2019 - Written for attendance  
 9/17/2019 - Written for attendance  
 9/18/2019 - Written for attendance  
 9/19/2019 - Written for attendance  
 12/13/2019 - Verbal for attendance  
 12/26/2019 - Written for attendance  
 12/27/2019 - Written for attendance

## Written Warning for the Attendance Policy

**Consequence if incident occurs again:**

**Possible Written Warning / Possible Final Warning**

**Human Resources Signature(s):** Kelsey Sikkink

**Date:**  
12/31/2019

**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:** Mohamed Aden

**Date:** \_\_\_\_\_

**Witness signature (if any):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of person presenting report:** \_\_\_\_\_

**Date:** \_\_\_\_\_

No Voice



# Disciplinary Report Form

|                                       |                                |                                  |
|---------------------------------------|--------------------------------|----------------------------------|
| <b>Employee name:</b><br>Mohamed Aden | <b>Hire Date:</b><br>5/28/2019 | <b>Job title:</b><br>Production  |
| <b>Department:</b><br>Production      | <b>Shift:</b><br>2nd           | <b>Supervisor:</b><br>Jonny Soth |

**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 12/26/2019

|                                     |                            |
|-------------------------------------|----------------------------|
| <b>Completed by:</b><br>Diana Elton | <b>Date:</b><br>12/27/2019 |
|-------------------------------------|----------------------------|

(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:  
7/18/2019 - Notification for attendance  
7/19/2019 - Notification for attendance  
8/8/2019 - Verbal for attendance  
8/9/2019 - written for attendance  
8/12/2019 - Written for attendance  
9/17/2019 - Written for attendance  
9/18/2019 - Written for attendance  
9/19/2019 - Written for attendance  
12/13/2019 - verbal for attendance  
12/26/2019 - written for attendance

## Written Warning for the Attendance Policy

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

|  |                            |
|--|----------------------------|
| <b>Human Resources Signature(s):</b> <i>Kelsey Sikkink</i> | <b>Date:</b><br>12/27/2019 |
|--|----------------------------|

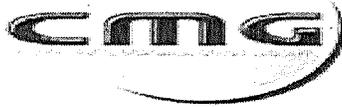
**Employee statement:**    I agree with the incident description above.    I disagree with the incident description above.  
**Date report presented to employee:**

**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.

|   |                    |
|---|--------------------|
| <b>Employee signature:</b> _____                    | <b>Date:</b> _____ |
| <b>Witness signature (if any):</b> _____            | <b>Date:</b> _____ |
| <b>Signature of person presenting report:</b> _____ | <b>Date:</b> _____ |



## Disciplinary Report Form

|                                       |                                 |                                    |
|---------------------------------------|---------------------------------|------------------------------------|
| <b>Employee name:</b><br>Mohamed Adan | <b>Hire Date:</b><br>10/21/2019 | <b>Job title:</b><br>Production    |
| <b>Department:</b><br>Production      | <b>Shift:</b><br>2nd            | <b>Supervisor:</b><br>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 11/22/2019

|                                     |                            |
|-------------------------------------|----------------------------|
| <b>Completed by:</b><br>Diana Elton | <b>Date:</b><br>11/25/2019 |
|-------------------------------------|----------------------------|

*(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:

11/8/2019 - Notification for attendance  
11/13/2019 - Verbal for attendance  
11/15/2019 - Written for attendance  
11/22/2019 - Final for attendance

### Final Warning for the Attendance Policy

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

|  |                            |
|--|----------------------------|
| <b>Human Resources Signature(s):</b> <i>Kelsey Sikkink</i> | <b>Date:</b><br>11/25/2019 |
|--|----------------------------|

**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.

|   |                    |
|---|--------------------|
| <b>Employee signature:</b> _____                    | <b>Date:</b> _____ |
| <b>Witness signature (if any):</b> _____            | <b>Date:</b> _____ |
| <b>Signature of person presenting report:</b> _____ | <b>Date:</b> _____ |

Mailed 11/25/2019

# EMPLOYEE WARNING NOTICE FORM

Employee Name: Mohamed A Aden

Date: 5/13/2020 5/21/2020

Supervisor Name: Bunthy Douk

Hire Date: 8/12/2019

- Verbal Warning                       Written Warning                       Final Warning  
 Coaching/Counseling Session       Assignment End                       Termination

**1. Your behavior/actions have been found unsatisfactory for the following reasons:**

- Tardiness                                       Insubordination  
 Damaged Equipment                       Failure to Follow Procedure  
 Absenteeism                                       Failure to Meet Performance Standards  
 Policy Violation                               Poor Work Quality  
 Falsifying Company Documents       Other

**2. Details of Unsatisfactory Behavior/Actions:**

Unexcused Absence on 5/12/2020 and 5/20/2020

**3. Prior Warnings:**

- 11/25/2019 – Notification for attendance  
1/17/2020 – Notification for attendance  
2/24/2020 – Notification for attendance  
3/16/2020 – Verbal for attendance  
3/20/2020 – Verbal for attendance  
4/7/2020 – Verbal for attendance  
5/8/2020 – Verbal for attendance

**4. The following immediate corrective action must be taken by the employee.**

Failure to do so will result in further disciplinary action up to and including termination.

Go 2 months without calling in.

2 months from offence is 7/20/2020.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Your signature on this form means that we have discussed the situation(s).

Manager's Signature: Mohamed 6/1 Date: \_\_\_\_\_

# EMPLOYEE WARNING NOTICE FORM

Employee Name: Mohamed A Aden

Date: 5/13/2020

Supervisor Name: Bunthy Douk

Hire Date: 8/12/2019

- Verbal Warning                       Written Warning                       Final Warning  
 Coaching/Counseling Session       Assignment End                       Termination

**1. Your behavior/actions have been found unsatisfactory for the following reasons:**

- Tardiness                                       Insubordination  
 Damaged Equipment                       Failure to Follow Procedure  
 Absenteeism                                       Failure to Meet Performance Standards  
 Policy Violation                               Poor Work Quality  
 Falsifying Company Documents       Other

**2. Details of Unsatisfactory Behavior/Actions:**

**Unexcused Absence on 5/12/2020**

**3. Prior Warnings:**

11/25/2019 – Notification for attendance  
1/17/2020 – Notification for attendance  
2/24/2020 – Notification for attendance  
3/16/2020 – Verbal for attendance  
3/20/2020 – Verbal for attendance  
4/7/2020 – Verbal for attendance  
5/8/2020 – Verbal for attendance

**4. The following immediate corrective action must be taken by the employee.**

**Failure to do so will result in further disciplinary action up to and including termination.**

**Go 2 months without calling in.**

**2 months from offence is 7/12/2020.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Your signature on this form means that we have discussed the situation(s).

Manager's Signature: Mailed 5/19/20 Date: \_\_\_\_\_