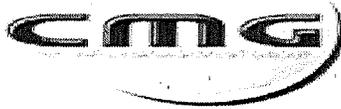


## Disciplinary Report Form

<b>Employee name:</b> Jessica Armbrust	<b>Hire Date:</b> 11/15/2016	<b>Job title:</b> Production
<b>Department:</b> Production	<b>Shift:</b> 1 <sup>st</sup>	<b>Supervisor:</b> Bunthy Douk
<b>Offense track:</b> <input checked="" type="checkbox"/> Performance issue <input type="checkbox"/> Work rule violation, <b>Work rule violated, if any:</b>		
<b>Type of offense:</b> <input checked="" type="checkbox"/> Absenteeism <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		
<h3>Absenteeism</h3>		
<b>Incident description:</b> (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.)		
<h3>Unexcused Absence on 1/7/2020</h3>		
<b>Completed by:</b> Diana Elton		<b>Date:</b> 1/8/2020
(Shaded area to be completed by Human Resources only.)		
<b>Progressive step:</b> <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		<b>Previous warnings:</b> Type: Offense: Date: Type: Offense: Date: 1/19/2019 - Written for attendance 2/18/2019 - Verbal for attendance 6/7/2019 - Notification for attendance 7/1/2019 - Notification for attendance 8/19/2019 - Notification for attendance 9/20/2019 - Verbal for attendance 11/18/2019 - Written for attendance 11/19/2019 - Written for attendance
<h3>Written Warning for the Attendance Policy</h3>		
<b>Consequence if incident occurs again:</b> <b>Possible Written Warning / Possible Final Warning</b>		
<b>Human Resources Signature(s):</b> <i>Kelsey Sikkink</i>		<b>Date:</b> 1/8/2020
<b>Employee statement:</b> <input type="checkbox"/> I agree with the incident description above. <input type="checkbox"/> I disagree with the incident description above. <b>Date report presented to employee:</b>		
<b>Employee comments:</b> (Attach sheets if necessary.)		
<p>Go 2 months without calling in  <b>**Please sign and return to CMG**</b></p>		
<b>Employee acknowledgement:</b> 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> _____
Called 1/8/2020		



# Disciplinary Report Form

<b>Employee name:</b> Jessica Armbrust	<b>Hire Date:</b> 11/15/2016	<b>Job title:</b> Production
<b>Department:</b> Production	<b>Shift:</b> 1 <sup>st</sup>	<b>Supervisor:</b> Bunthy Douk

**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 1/7/2020 and 1/8/2020

<b>Completed by:</b> Diana Elton	<b>Date:</b> 1/8/2020
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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:  
 1/19/2019 - Written for attendance  
 2/18/2019 - Verbal for attendance  
 6/7/2019 - Notification for attendance  
 7/1/2019 - Notification for attendance  
 8/19/2019 - Notification for attendance  
 9/20/2019 - Verbal for attendance  
 11/18/2019 - Written for attendance  
 11/19/2019 - Written for attendance

## Written Warning for the Attendance Policy

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

<b>Human Resources Signature(s):</b> Kelsey Sikkink	<b>Date:</b> 1/8/2020
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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:** [Signature]  
**Witness signature (if any):** \_\_\_\_\_  
**Signature of person presenting report:** \_\_\_\_\_

**Date:** 01/08/2020  
**Date:** \_\_\_\_\_  
**Date:** \_\_\_\_\_