

507-208-8309

Disciplinary Report Form

Employee name: Nita Chavern	Hire Date: 11/5/14	Job title: Production
Department: Production	Shift: 1st	Supervisor: Barthel

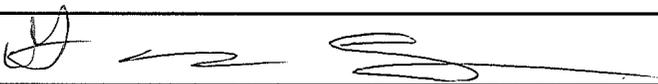
Offense track: Performance issue Work rule violation, **Work rule violated, if any:**

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 from work 9/29/15

Completed by:  **Date:** 9/30/15

(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: Notification - 5/28/15 Notification 7/24/15
---	--

Written Warnings

Consequence if incident occurs again:
Possible Final / Assignment End

Human Resources Signature(s): _____ **Date:** _____

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.)

Left message 9/30/15 JMS

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: _____ **Date:** _____



Disciplinary Report Form

Employee name: <u>Xita Chhoeurn</u>	Hire Date: <u>11/5/14</u>	Job title: <u>Production</u>
Department: <u>MV2</u>	Shift: <u>1st</u>	Supervisor: <u>Bunthy</u>

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

Type of offense: Absenteeism Tardiness Leaving work area without permission Misuse of property/equipment Damaging/Losing 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 Fighting or creating conflict Spreading gossip Using vulgar language Rudeness Abusiveness 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

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 from work 10/27/15

Completed by: Dawson Date: 10/28/15

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

Progressive step: Oral warning* Suspension (unpaid) Release Written reprimand Discharge Suspension (paid) *File apart from personnel files and copies thereof

Written Warning

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

9/24/15 - written 9/16/15 - written
 9/25/15 - written 9/15/15 Notification
 9/24/15 - written 9/3/15 - Notification
 9/22/15 - written 8/28/15 - Notification

Consequence if incident occurs again:

Possible Final Warning / Assignment End

Human Resources Signature(s): _____ Date: _____

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.)

unable to do so, mail box full
Left Message 10/28/15 JMS

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: _____ Date: _____



Disciplinary Report Form

Employee name: Nita Chhoeurn	Hire Date: 11/15/2014	Job title: Production
Department: Production / Harmel	Shift: 1	Supervisor: Jeff Rainaker

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

Type of offense: Absenteeism Tardiness Leaving work area without permission Misuse of property/equipment Damaging/Losing 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 Fighting or creating conflict Spreading gossip Using vulgar language Rudeness Abusiveness 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

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 from work 11/15/15

Completed by: *[Signature]* **Date:** 11/16/15

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

Progressive step: Oral warning* Suspension (unpaid) Release Written reprimand Discharge Suspension (paid) *File apart from personnel files and copies thereof

Written Warning

Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:
 11/10/15 - Notification / Tardy 9/22/15 - Notification
 10/27/15 - Written 9/16/15 - Notification
 9/29/15 - Written 9/15/15 - Notification / Tardy
 9/25/15 - Written 9/3/15 - Notification / Tardy
 9/24/15 - Written 8/28/15 - Notification
 5/25/15 - Notification / Tardy

Consequence if incident occurs again:
Possible Final Warning / Assignment

Human Resources Signature(s): *[Signature]* **Date:**

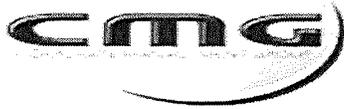
Employee statement: I agree with the incident description above. I disagree with the incident description above. **Date report presented to employee:**

Employee comments: (Attach sheets if necessary.)

Unable to leave message 11/16/15 *[Signature]*

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:** _____ **Date:** _____



Disciplinary Report Form

Employee name: Nita Chhoeurn	Hire Date: 11-5-14	Job title: Production
Department: Hornel Production	Shift: 2st	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 from work 11/25/15

Completed by: _____ **Date:** 11/1

(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:
	<p>11-22-15 - Verbal/Tardy</p> <p>11/14-15 - Notified and Tardy</p> <p>11/15/15 - Written</p> <p>11/16/15 - Notification/Tardy</p> <p>10/27/15 - Written</p> <p>9/28/15 - Written</p> <p>9/25/15 - Verbal</p>

Written Warning

Consequence if incident occurs again:
Possible final warning / Assignment End

Human Resources Signature(s): _____ **Date:** _____

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.)
Spoke to Nita 11/30/15 JAMS

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: _____ **Date:** _____