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### Disciplinary Report Form

Employee name: Sergio Eteimos	Hire Date: 10/05/2011	Job title: Production
Department: ONC 6	Shift: 1st	Supervisor: [Signature]

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 on 9/16

Completed by: Anna Cordova    Date: 9/18/13

(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

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

Verbal warning

8/12/2013  
notification of the atten.

Consequence if incident occurs again: written warning

Human Resources Signature(s): [Signature]    Date: 9/19/13

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.)

Called Sergio on 9/19/13 and left message regarding warning. 9/19/13 KB

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: \_\_\_\_\_