



# Disciplinary Report Form

<b>Employee name:</b> Sytha Giles	<b>Hire Date:</b> 3/5/14	<b>Job title:</b> Op Checker
<b>Department:</b> Production	<b>Shift:</b> 1st	<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  Threatening or creating conflict w/ coworkers

Disruption in the work place

**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.)  
**After reviewing cameras and speaking to both witness's Sytha Giles was leaning on the machine joking around with the line lead. This is the same area that Rothmonee Pon works. Rothmonee Pon overheard the conversation with Sytha and her co-worker and thought it was about her. Rothmonee Pon then started joking with her co-worker stating "no money, no work". Sytha did not know this was about her but still reported it to the supervisor. After speaking to Rothmonee she was referenceing Sytha because she thought Sytha was speaking of her. Both have been warning regarding staying away from one another. Sytha will go to the rooms and do her checks and not stand around in the area Rothmonee is joking around. This is creating disruption in the workplace and Sytha will need to do her job duties and avoid being around Rothmonee. If this continues further disciplinary action will occur.**

<b>Completed by:</b> <b>Kelsey Sikkink</b>	<b>Date:</b> 12/28/17
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**(Shaded area to be completed by Human Resources only.)**

<b>Progressive step:</b> <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"/> Verbal	<b>Previous warnings:</b> Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:  Written 12/12/17
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**Consequence if incident occurs again:**  
Possible written and/or up to assignment end

<b>Human Resources Signature(s):</b>	<b>Date</b>
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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.)

**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:** *Sytha Giles* **Date:** 12/28/17

## Kelsey Sikkink

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**From:** Bunthy Douk <BunthyD@reichelfoods.com>  
**Sent:** Monday, December 11, 2017 6:09 AM  
**To:** Kelsey Sikkink; Lisa Campbell  
**Cc:** Mike Schumacher; Brittany Laber; Bunthy Douk; Isabel Garcia; Rick Nelson  
**Subject:** Sytha and Roth

This morning, Sytha came to the office and said last Friday, Roth was swearing at her at the MV1 side. Sytha said Sreytauch was the witness.

I spoke with Sreytauch, she said Roth was swearing but didn't know she was talking about Sytha. She told Roth to calm and work.

Again this morning, Sytha and Roth were arguing for 8mins in the locker room. Sytha was talking with Somaly, Roth said she heard Sytha was swearing at here. Both started arguing back.

I send Roth to MV1 and Sytha to MV2, they will need to CMG sometime today.

**Thanks,**

**Bunthy Douk**  
**Production Supervisor**

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Reichel Foods, Inc. | 3706 Enterprise Drive SW | Rochester MN, 55902 | Phone: 507.289.7264 | Fax: 507.289.6552 | [www.reichelfoods.com](http://www.reichelfoods.com)



A large handwritten signature, possibly 'Witter', is written in cursive. It is surrounded by several horizontal lines and a large, irregular scribble that partially obscures the signature. There are also two 'X' marks, one at the top left and one at the bottom right of the scribbled area.



**EMPLOYEE WARNING NOTICE FORM**

Employee Name: Sytha Giles

Date: 12/12/17

Manager Name:

- First Warning                       Written Warning                       Other

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

- |   |   |
|---|---|
| <input type="checkbox"/> Tardiness                    | <input type="checkbox"/> Insubordination  |
| <input type="checkbox"/> Damaged Equipment            | <input type="checkbox"/> Failure to Follow Procedure  |
| <input type="checkbox"/> Absenteeism                  | <input type="checkbox"/> Failure to Meet Performance Standards  |
| <input type="checkbox"/> Policy Violation             | <input type="checkbox"/> Poor Work Quality  |
| <input type="checkbox"/> Falsifying Company Documents | <input checked="" type="checkbox"/> <b>Other: Creating conflict in the workplace and disruption in the workplace.</b> |

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

On 12/11/17 Rothmonee and Sytha were seen and heard having an argument that started in the locker room and proceeded in the breakroom before their shift started. There were numerous other employees getting ready for their shift at this time. Rothmonee and Sytha were yelling at one another across the breakroom and engaging in an argument. At no point did neither party try to end the argument or notify a supervisor. Rothmonee and Sytha have been coached and verbally warned about similar situations between both of them in the past and both agreed they would not engage in this disruptive behavior and if it were to occur would seek a supervisor's assistance.

-Verbal-8/21/17

2. 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.

-Sytha has been reminded of her job expectations and has been spoken to in the past regarding this type of behavior. If this continues, depending on situation, she could receive up to a final or assignment end. In the event there is an altercation with Sytha she will be sent home and further disciplinary action will occur.

Employee Signature: Sytha Date: 12-12-17

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

Manager's Signature: Kelsey A. Hill Date: 12/12/17