



Disciplinary Report Form

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|---------------------------------|---------------------------|--------------------------------|
| Employee name: <u>Khoun Ham</u> | Hire Date: <u>5/30/11</u> | Job title: <u>Production</u> |
| Department: <u>Multivac</u> | Shift: <u>2nd</u> | Supervisor: <u>Jeng Somark</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 on 9/23/2013

Completed by: Anna Cordova Date: 9/24/2013

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

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| Progressive step: <input checked="" type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Release <input type="checkbox"/> Written reprimand <input type="checkbox"/> Discharge <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof <u>Verbal warning</u> | Previous warnings: Type: _____ Offense: _____ Date: _____ Type: _____ Offense: _____ Date: _____ <u>9/6/2013</u> <u>Verbal warning</u> |
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Consequence if incident occurs again: written warning.

Human Resources Signature(s): Kelsey Adickit Date: 9/25/13

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.)

Left message for Khoun regarding warning.
9/25/13 KS

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.

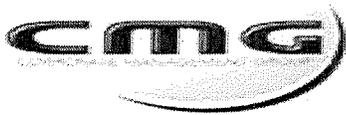
Employee signature: _____ Date: _____ Witness signature (if any): _____ Date: _____ Signature of person presenting report: _____ Date: _____



Disciplinary Report Form

LM

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|--|--|---------------------------------|
| Employee name: Khaeun Lam | Hire Date: 08/30/11 | Job title: production |
| Department: mubvac 1 | Shift: 2nd | Supervisor: Henry Somark |
| Offense track: <input checked="" type="checkbox"/> Performance issue <input type="checkbox"/> Work rule violation Work rule violated, if any: | | |
| Type of offense: <input type="checkbox"/> Absenteeism <input type="checkbox"/> Tardiness <input type="checkbox"/> Leaving work area without permission <input type="checkbox"/> Misuse of property/equipment <input type="checkbox"/> Damaging/Losing 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"/> Fighting or creating conflict <input type="checkbox"/> Spreading gossip <input type="checkbox"/> Using vulgar language <input type="checkbox"/> Rudeness <input type="checkbox"/> Abusiveness <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 | | |
| 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 9/6/2013 | | |
| Completed by: Anna Cordova | Date: 09/09/13 | |
| (Shaded area to be completed by Human Resources only.) | | |
| Progressive step: <input checked="" type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Release <input type="checkbox"/> Written reprimand <input type="checkbox"/> Discharge <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof | Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: | |
| Verbal warning | 3/20/2013 written warning | |
| Consequence if incident occurs again: written warning | | |
| Human Resources Signature(s): Kelsey Adickel | Date: 9/13/13 | |
| Employee statement: <input checked="" type="checkbox"/> I agree with the incident description above. <input type="checkbox"/> 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: [Signature] | Date: 9/13/13 | Witness Signature of |
| signature (if any): Kelsey Adickel | Date: 9/13/13 | Date: 9/13/13 |
| person presenting report: Kelsey Adickel | Date: 9/13/13 | Date: 9/13/13 |



Disciplinary Report Form

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| Employee name: <i>Khawer Ham</i> | Hire date: <i>8/30/11</i> | Job title: <i>Production</i> |
| Department: <i>Multivac</i> | Shift: <i>3rd</i> | Supervisor: <i>Dery Somack</i> |

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

x 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.)

Called into work on 12/21/11. Employee has continued to call in and miss work.

Completed by: *Kelsey Adickel* **Date:** *1.6.12*

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

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| Progressive step: ___ Oral warning* ___ Suspension (unpaid) ___ Release ___ Written reprimand ___ Discharge ___ Suspension (paid) <i>*File apart from personnel files and copies thereof</i> | Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: <i>attendance policy upon hire verbal 11/18/11</i> |
|--|--|

x written warning

Consequence if incident occurs again: *possible 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 with employee over the phone on 1/6/12

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:** _____