



# Disciplinary Report Form

<b>Employee name:</b> ngoc Tran	<b>Hire Date:</b> 08/06/2009	<b>Job title:</b> Production
<b>Department:</b> multivac 1	<b>Shift:</b> 1st	<b>Supervisor:</b> Isabel Martinez

**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 Mon 5/20/2013

**Completed by:** Anna Cordova    **Date:** 05/21/2013

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

<b>Progressive step:</b> <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	<b>Previous warnings:</b> Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:
Verbal warning	8/07/2012 Verbal warning

**Consequence if incident occurs again:** written warning

**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.)

**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 of person presenting report:** \_\_\_\_\_ **Date:** \_\_\_\_\_