

Disciplinary Report Form

Employee name: Nyidoma Ulel	Hire Date: 6/12/2018	Job title: Production
Department: Production	Shift: 1 st	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 on 8/11/2018

Completed by: Sierra Peterson	Date: 8/13/2018
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(Shaded area to be completed by Human Resources only.)

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

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

7/5/2018- Written Warning for the Attendance Policy

Written Warning for the Attendance Policy

Consequence if incident occurs again:
Possible Written Warning / Possible Final Warning

Human Resources Signature(s): Kelsey Sikkink	Date: 8/13/2018
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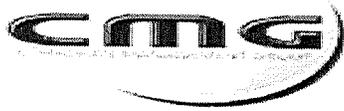
Employee statement: I agree with the incident description above. I disagree with the incident description above. **Date report presented to employee:**

Employee comments: (Attach sheets if necessary.)

**Go 2 months without calling in
Please sign and return to CMG**

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

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Department: Production	Shift: 1 st	Supervisor: Jeff Ramaker

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Unexcused Absence on 7/5/2018

Completed by: Sierra Peterson	Date: 7/6/2018
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(Shaded area to be completed by Human Resources only.)

Progressive step: <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input checked="" 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: Notified Upon Hire
Written Warning for the Attendance Policy	

Consequence if incident occurs again:
Possible Written Warning / Possible Final Warning

Human Resources Signature(s): <i>Kelsey Sikkink</i>	Date: 7/6/2018
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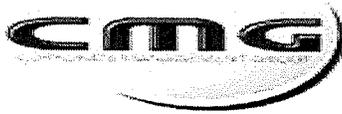
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Employee signature: _____	Date: _____
Witness signature (if any): _____	Date: _____
Signature of person presenting report: _____	Date: _____



Disciplinary Report Form

Employee name: Nyidoma Ulel	Hire Date: 6/12/18	Job title: Food Production
Department: Production	Shift: 2nd	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

X Creating conflict w/ coworkers

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.)

On 3/29/19 Nyidoma was making derogatory statements to a co-worker. The co-worker grabbed a chair and started to walk towards Nyidoma. She was stopped by 3 co-workers. Nyidoma will refrain from making rude and unprofessional comments to her co-workers. If this occurs again it will result in a final and/or assignment end. This situation was investigated and brought to our attention by 6 witness of Nyidoma's comments.

Completed by: <i>Kelsey Adhill</i>	Date: 3/9/19
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(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:
<u>X</u> Written	

Consequence if incident occurs again: **Possible Final and/or Assignment end**

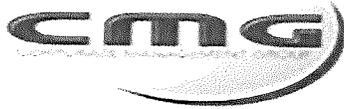
Human Resources Signature(s): <i>Kelsey Adhill</i>	Date: 4/9/19
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Employee statement: I agree with the incident description above. I disagree with the incident description above. **Date report presented to employee:**

Employee comments: (Attach sheets if necessary.)

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Employee signature: <i>[Signature]</i>	Date: _____
Witness signature (if any): _____	Date: _____
Signature of person presenting report: <i>Kelsey Adhill</i>	Date: 4/9/19



Disciplinary Report Form

Employee name: Nyidoma Ulel	Hire Date: 6/12/2018	Job title: Production
Department: Production	Shift: 1 st	Supervisor: Jeff Ramaker

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Unexcused Absence on 8/11/2018

Completed by: Sierra Peterson	Date: 8/13/2018
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Human Resources Signature(s): Kelsey Sikkink	Date: 8/13/2018
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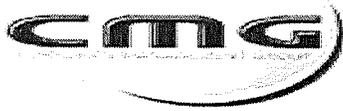
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Employee signature: _____	Date: 8/15/18
Witness signature (if any): _____	Date: 8/15/18
Signature of person presenting report: _____	Date: 8/15/18



Disciplinary Report Form

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Department: Production	Shift: 1 st	Supervisor: Jeff Ramaker

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Human Resources Signature(s): Kelsey Sikkink	Date: 7/6/2018
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Employee signature:  _____ **Date:** 9/7/2018

Witness signature (if any): _____ **Date:** _____

Signature of person presenting report: _____ **Date:** _____