



Disciplinary Report Form

Employee name: <u>Dara Prom</u>	Hire Date: <u>8/26/11</u>	Job title: <u>QA Tech</u>
Department: <u>Hornel</u>	Shift: <u>1st</u>	Supervisor: <u>Jeff/Kendra</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 Mon. 4/20/15

Completed by: Emily Therox Date: 4/21/15

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

Progressive step: <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Release <input checked="" type="checkbox"/> Written reprimand <input type="checkbox"/> Discharge <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof <u>Written warning</u>	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: <u>5/12/14 Notification</u> <u>1/12/15 written</u> <u>12/21/14 Notification</u> <u>12/16/14 Notification</u> <u>6/27/14 Notification</u> <u>6/10/14 Notification</u>
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Consequence if incident occurs again:
Possible final warning/Assignment end

Human Resources Signature(s): _____ Date: _____

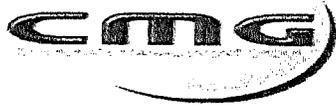
Employee statement: I agree with the incident description above. I disagree with the incident description above. Date report presented to employee: _____

Employee comments: (Attach sheets if necessary.)

Attempted to leave message 4-21-15 JML

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

Employee name: <i>Dara Prohm</i>	Hire Date: <i>8/26/2011</i>	Job title: <i>QA</i>
Department:	Shift: <i>1st</i>	Supervisor: <i>Kendra</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

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 from work 10/7/15

Completed by: *[Signature]* Date: *10/8/15*

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

Progressive step: <input 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: <i>Verbal - 7/13/15 Notification 6/27/14</i> <i>Notification 6/16 Notification</i> <i>written - 4/20/15</i> <i>written - 1/10/15</i> <i>Notification 12/21</i> <i>Notification 12/16</i>
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Written Warning

Consequence, if incident occurs again:
Possible Final Warning / 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.)

unable to leave message, no voicemail 10/9/15
Left message with Employee *[Signature]*

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: _____



507-288-0183

Disciplinary Report Form

Employee name: Dara Prom	Hire Date: 8/26/11	Job title: QA
Department: Production	Shift: 2st	Supervisor: Kendra

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 from work 10/29/15

Completed by: *[Signature]* **Date:** 10/29/15

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

Progressive step: <input 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: 10/17/15 - written 9/23/15 - Tardily 9/21/15 - written 7/13/15 - written
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Written Warning

Consequence if incident occurs again:
Possible Final Warning / 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.)
Left Message 10/29/15 *[Signature]*

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

Employee name: Dara Prom	Hire Date: 8/26/2011	Job title: QA
Department: QA	Shift: 1 st	Supervisor: Kendra Adams

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

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 tardiness on 5/1/2017 → 5/3/17

Completed by: Sierra Haugerud **Date:** 5/2/2017

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

<p>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</p> <p>Written Warning for the tardiness policy</p>	<p>Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:</p> <p>7/10/2016- Notification of the tardiness policy 11/8/2016- Notification of the tardiness policy 11/9/2016- Notification of the tardiness policy 11/10/2016- Notification of the tardiness policy 11/30/2016- Notification of the tardiness policy 12/13/2016- Verbal warning for the tardiness policy 12/19/2016- Verbal warning for the tardiness policy 12/21/2016- Verbal warning for the tardiness policy 12/23/2016- Verbal warning for the tardiness policy 12/30/2016- Verbal warning for the tardiness policy 1/3/2017- Verbal warning for the tardiness policy 1/7/2017- Written warning for the tardiness policy 1/8/2017- Written warning for the tardiness policy 1/11/2017- Written warning for the tidiness policy 2/16/2017- Verbal warning for the tardiness policy 3/20/2017- Verbal warning for the tardiness policy 3/28/2017- Verbal warning for the tardiness policy</p>
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Consequence if incident occurs again:
Possible final warning / 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.)

Go 2 months without arriving late

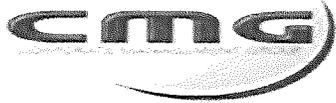
****Please sign and return to CMG****

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: Dara Prom **Date:** _____

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

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



288-0183

Disciplinary Report Form

Employee name: Dara Prom	Hire Date: 8/26/2011	Job title: QA Tech
Department: Harmel	Shift: 1st	Supervisor: Kendra
Offense track: <input checked="" type="checkbox"/> Performance issue <input type="checkbox"/> Work rule violation Work rule violated, if any:		
Type of offense: <input checked="" 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 Mon. 1/12/15		
Completed by: Emily Theron	Date: 1/13/15	
(Shaded area to be completed by Human Resources only.)		
Progressive step: <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Release <input checked="" type="checkbox"/> Written reprimand <input type="checkbox"/> Discharge <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof written warning	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: 12/21/14 Notification 5/11/14 Notification 12/16/14 Notification 6/27/14 Notification 6/10/14 Notification	
Consequence if incident occurs again: Possible Final warning/Assignment end		
Human Resources Signature(s):	Date:	
Employee statement: <input 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.) Spoke to on 1/13/15. 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

Employee name: Dara Prom	Hire Date: 8/26/2011	Job title: QA
Department: QA	Shift: 1 st	Supervisor: Kendra Adams

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 4/10/2017

Completed by: Sierra Haugerud	Date: 4/11/2017
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(Shaded area to be completed by Human Resources only.)

<p>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</p> <p>Written Warning for the Attendance Policy</p>	<p>Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:</p> <p>7/22/2016- Notification for the Attendance Policy 9/26/2016- Notification for the Attendance Policy 11/6-2016- Notification for the Attendance Policy 11/29/2016- Notification for the Attendance Policy 2/17/2017- Verbal Warning for the Attendance Policy 2/27/2016- Verbal Warning for the Attendance Policy</p>
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Consequence if incident occurs again:
Possible Final Warning/ Possible Assignment End

Human Resources Signature(s):	Date:
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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:**

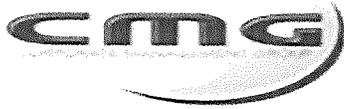
Employee comments: (Attach sheets if necessary.)

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

Employee name: Dara Prom	Hire Date: 8/26/2011	Job title: QA
Department: QA	Shift: 1 st	Supervisor: Kendra Adams

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

Tardiness

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 Tardiness on 1/11/2017

Completed by: Sierra Haugerud	Date: 1/12/2017
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(Shaded area to be completed by Human Resources only.)

<p>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</p> <p>Written Warning for the Tardiness Policy</p>	<p>Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:</p> <p>7/10/2016- Notification Warning for the Tardiness Policy 11/8/2016- Notification Warning for the Tardiness Policy 11/9/2016- Notification Warning for the Tardiness Policy 11/10/2016- Notification Warning for the Tardiness Policy 11/30/2016- Notification Warning for the Tardiness Policy 12/13/2016- Verbal Warning for the Tardiness Policy 12/19/2016- Verbal Warning for the Tardiness Policy 12/21/2016- Verbal Warning for the Tardiness Policy 12/23/2016- Verbal Warning for the Tardiness Policy 12/30/2016- Verbal Warning for the Tardiness Policy 1/3/2016- Verbal Warning for the Tardiness Policy 1/8/2017- Written Warning for the Tardiness Policy</p>
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Consequence if incident occurs again:
Possible Final Warning / Possible Assignment End

Human Resources Signature(s):	Date
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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 leaving early or being tardy
Copy sent on 1/12/2017

****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: _____

