

EMPLOYEE WARNING NOTICE FORM

Employee Name: Jonathan Singha Date: 10/14/2020

Supervisor Name: Bunthy Douk Hire Date: 5/14/2012

- Verbal Warning Written Warning Final Warning
 Coaching/Counseling Session Assignment End Termination

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

- Tardiness Insubordination
 Damaged Equipment Failure to Follow Procedure
 Absenteeism Failure to Meet Performance Standards
 Policy Violation Poor Work Quality
 Falsifying Company Documents Other

2. Details of Unsatisfactory Behavior/Actions:

Unexcused Absence on 10/12/2020

3. Prior Warnings:

11/11/2019 – Verbal for attendance
1/17/2020 – Notification for attendance
2/3/2020 – Verbal for attendance
2/4/2020 – Verbal for attendance
2/10/2020 – Written for attendance
8/17/2020 – Notification for attendance
10/5/2020 – Verbal for attendance

4. 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.

**Go 2 months without being late.
2 months from offence 12/12/2020.**

Employee Signature: _____ Date: _____

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

Manager's Signature: Filed 10/14 Date: _____

EMPLOYEE WARNING NOTICE FORM

Employee Name: Jonathan Singha Date: 2/11/2020

Supervisor Name: Bunthy Douk Hire Date: 5/14/2012

- Verbal Warning Written Warning Final Warning
 Coaching/Counseling Session Assignment End Termination

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

- Tardiness Insubordination
 Damaged Equipment Failure to Follow Procedure
 Absenteeism Failure to Meet Performance Standards
 Policy Violation Poor Work Quality
 Falsifying Company Documents Other

2. Details of Unsatisfactory Behavior/Actions:

Unexcused Absence on 2/10/2020

3. Prior Warnings:

- 3/11/2019 – Notification for attendance
- 7/8/2019 – Notification for attendance
- 9/18/2019 – Notification for attendance
- 9/28/2019 – Verbal for attendance
- 11/11/2019 – Verbal for attendance
- 1/17/2020 – Notification for attendance
- 2/3/2020 – Verbal for attendance
- 2/4/2020 – Verbal for attendance

4. 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.

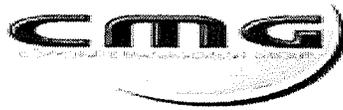
Go 2 months without being late.

2 months from offence 4/10/2020.

X Employee Signature:  Date: 2/11/20

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

Manager's Signature:  Date: 2/11/20



Disciplinary Report Form

Employee name: Jonathan Singha	Hire Date: 5/14/2012	Job title: Production
Department: Production	Shift: 1 st	Supervisor: 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 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 6/20/17

Completed by: Sierra Haugerud	Date: 6/21/2017
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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> <h3 style="text-align: center;">Written warning for the attendance policy</h3>	<p>Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:</p> <p>8/8/2016- Verbal warning for the attendance policy 9/6/2016- Verbal warning for the attendance policy 9/26/2016- Verbal warning for the attendance policy 10/18/2016- Verbal warning for the attendance policy 11/14/2016- Written warning for the attendance policy 12/27/2016- Written warning for the attendance policy 5/15/2017- Notification warning for the attendance policy 5/22/2017- 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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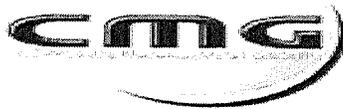
Employee statement: I agree with the incident description above. I disagree with the incident description above. **Date report presented to employee:**

Employee comments: (Attach sheets if necessary.)

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

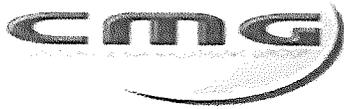
Employee acknowledgement: My signature acknowledges that I have received this report and that it has been discussed with me. I understand that my signature is not an admission of the incident or offense. I understand that I may appeal this report by filing a Discipline Complaint Form.

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



Disciplinary Report Form

Employee name: Jonathan Singha	Hire Date: 5/14/2012	Job title: Production
Department: Production	Shift: 1 st	Supervisor: Bunthy Douk
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"/> Misuse of 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"/> Spreading gossip <input type="checkbox"/> Using vulgar language <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 <input type="checkbox"/> Disruption in the work place <input type="checkbox"/> Threatening or creating conflict w/ coworkers		
<p>Absenteeism</p>		
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.)		
<p>Unexcused Absence on 12/27/2016</p>		
Completed by: Sierra Haugerud		Date: 12/28/2016
(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: 4/4/2016- Notification for the Attendance Policy 5/24/2016- Notification for the Attendance Policy 8/8/2016- Verbal Warning for the Attendance Policy 9/6/2016- Verbal Warning for the Attendance Policy 9/26/2016- Verbal Warning for the Attendance Policy 10/18/2016- Verbal Warning for the Attendance Policy 11/14/2016- Written Warning for the Attendance Policy
Written Warning for the Attendance Policy		
Consequence if incident occurs again: Possible Final Warning / Possible 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.)		
<p>Go 2 months without calling in Copy sent on 12/29/2016 ** PLEASE SIGN AND RETURN TO CMG **</p>		
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: Jonathan Singha	Hire Date: 5/14/2012	Job title: Production
Department: Production	Shift: 1 st	Supervisor: Bunthy Douk
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"/> Misuse of 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"/> Spreading gossip <input type="checkbox"/> Using vulgar language <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 <input type="checkbox"/> Disruption in the work place <input type="checkbox"/> 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 11/14/2016		
Completed by: Sierra Haugerud		Date: 11/15/2016
(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) <i>*File apart from personnel files and copies thereof</i>		Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: 11/30/2015- Notification for Attendance Policy 12/21/2015- Notification for Attendance Policy 4/4/2016- Notification for Attendance Policy 5/24/2016- Notification for Attendance Policy 8/8/2016- Verbal Warning for Attendance Policy 9/6/2016- Verbal Warning for Attendance Policy 9/26/2016- Verbal Warning for Attendance Policy 10/18/2016- Verbal Warning for Attendance Policy
Written Warning for Attendance Policy		
Consequence if incident occurs again: Possible Final Warning / Possible 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.) Go 2 Months Without Calling In <p style="text-align: center;">** Please Sign and Bring Back to CMG **</p>		
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: Jonathan Singha	Hire Date: 5/14/12	Job title: Production
Department: Production	Shift: 1st	Supervisor: Isabel Martinez

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 tardy on 5/12/14

Completed by: Kelsey Sikkink	Date: 5/13/14
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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: Verbal 4/22/14, verbal 3/31/14, notification 3/21/14
Written	

Consequence if incident occurs again:
Possible assignment end and/or final warning

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.)

Called and left a message on 5/13/14. 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:** _____