

# Disciplinary Report Form

<b>Employee name:</b> Teek Oman	<b>Hire Date:</b> 5/8/2018	<b>Job title:</b> Production
<b>Department:</b> Production DC	<b>Shift:</b> 2 <sup>nd</sup>	<b>Supervisor:</b> Benn Grenz

**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 12/27/2019

**Completed by:**  
Diana Elton

**Date:**  
12/31/2019

(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:  
 7/18/2019 - Notification for attendance  
 7/19/2019 - Notification for attendance  
 8/8/2019 - Verbal for attendance  
 8/9/2019 - Verbal for attendance  
 8/12/2019 - Written for attendance  
 9/17/2019 - Written for attendance  
 9/18/2019 - Written for attendance  
 9/19/2019 - Written for attendance  
 12/13/2019 - Verbal for attendance  
 12/26/2019 - Written for attendance  
 12/27/2019 - Written for attendance

## Written Warning for the Attendance Policy

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

**Human Resources Signature(s):** Kelsey Sikkink

**Date:**  
12/31/2019

**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:** *Teek Oman*

**Date:** 1-6-20

**Witness signature (if any):**

**Date:**

**Signature of person presenting report:** *Yelena*

**Date:** 1/6/20

Bad #



## New Employee Acknowledgement Form

Welcome to CMG and Reichel Foods!

As a new employee, you will be provided with copies of documents or items listed below. Please initial each line when you receive that particular document or item. Please sign and date the bottom of the sheet when all documents or items have been distributed to you.

CMG / Reichel Foods Handbook

TO

- Attendance Policy page 6

TO

- Time Off Request procedure page 20

TO

- No Smoking Policy, E-Cig, Chewing policy page 12

TO

- Final Paycheck at Time of Separation page 18

TO

Receipt of Unemployment Acknowledgement

TO

I hereby acknowledge that I have been provided with each and every item listed above, that it is my responsibility to read and follow each document provided to me and that if I have any questions concerning the item or its content that it is my responsibility to address my questions with my supervisor or CMG, and hereby waive any claim, now or in the future, that I did not receive, did not read or did not comprehend the items or their contents.

Date: 5-3-18

Signature: *Teah Oman*

Printed Name: Teah Oman

Your **REICHEL FOODS, INC. SUPERVISOR** will give you as much advance notice as possible about any overtime requirement. Overtime is based on each hour over 40 worked in a regular work week (Monday-Sunday). If you are unable to work Saturday and/or Sunday, employee must fill out a Time Off Request form before Thursday and submit to Reichel Foods, Inc. Supervisor for approval. Time Off Requests approved for Saturday and Sunday does not affect your attendance record or vacation usage.



## ATTENDANCE

ESSG and **REICHEL FOODS, INC.** need a reliable workforce. When you are on the job and on time each working day, you contribute to the team effort and the continuous workflow. When you are absent or tardy, even for a valid reason, it places an extra burden on other ESSG Associates/**REICHEL FOODS, INC. TEAM MEMBERS** and could reduce the quality of the finished product or service at **REICHEL FOODS, INC.**

ESSG Associates are expected to be at their workstations ready to begin work at their assigned start time. You are also expected to remain on the job during working hours. If you wish to leave the premises for any reason, you must receive permission from your **REICHEL FOODS, INC. SUPERVISOR**. Your attendance record is part of your total work record, and could affect your future with ESSG and **REICHEL FOODS, INC.**



## TARDINESS AND ABSENCE REPORTING

**Absenteeism and tardiness are the most common reasons for removal from assignments at Reichel Foods, Inc. Make it a priority to be on time and at work every day that you are assigned.**

In the event you are unable to be at work or will be tardy, you are expected to call the Absent and Tardy Phone Line before the start of your shift, or, in the case of any emergency, as soon as possible. The telephone number for the Absent and Tardy Phone Line is: (507) 923-4957. Attendance and punctuality are of great importance to our company and our customers. As an employee, your contribution to the success of the organization is very important. Absenteeism and tardiness place a burden on other employees, on the overall operations of the business, and most importantly on our customers. While the company recognizes that there are times that necessitate being away from your assigned duties, each employee must appropriately balance the needs of the business with their personal needs. To ensure a consistent application, the following policies have been established. These policies are intended to further clarify and define the attendance/punctuality expectations that are outlined in the Employee Handbook.

Because it is our desire to build a responsible workforce, we have chosen to implement a "No Fault" attendance policy. With this policy, employees need not bring in excuses. All absences and tardies are recordable for purposes of determining excessive absenteeism or tardiness under this policy. Absences resulting from conditions that are determined to qualify for leave under the federal Family and Medical Leave Act (FMLA) are not counted as absences under the

"No Fault" policy.

The Company's "No Fault" policy allows an employee with one year seniority to be absent (7) days in a twelve (12) month period in excess of the Employee's properly utilized vacation days for that period. In addition, this policy allows an employee seven (7) tardies in a twelve (12) month period. Tardies include late arrivals, unexcused late arrivals, and/or missed punches. Employees who have one year or more of service, but who are eligible for vacation, will be allowed up to seven (7) days of absence in a twelve (12) month period. Missing more than seven (7) days, apart from vacation days, is considered "Excessive Absenteeism."

For the purpose of determining "Excessive Absenteeism" for employees with less than one year of service, the Company will prorate the number of absences allowed per year on a monthly basis (for example: missing more than two (2) days in a three (3) month period would be considered excessive absenteeism).

Any employee who fails to maintain an acceptable attendance record by falling into the "Excessive Absenteeism" categories described above, or who engages in excessive tardiness, will be subject to disciplinary action, up to and including termination. Excessive absenteeism or tardiness may also affect future promotions, job transfers, compensation, and eligibility for vacation time.

If an employee is absent from work for one (1) day without calling the absent/tardy phone line, the employee may be subject to disciplinary action, up to and including termination or voluntary quit, effective the last day worked by the employee.

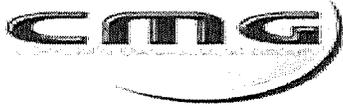


## **SAFETY RULES AND RESPONSIBILITIES**

Safety is everyone's job while on assignment at Reichel Foods, Inc. It is important for you to learn and follow all safety procedures for your job. Any near miss or injury, regardless of its severity, must be reported to your supervisor. A near miss is an incident in which no property was damaged and no personal injury was sustained, but where, given a slight shift in time or position, damage or injury easily could have occurred.

As an employee, you must accept responsibility for safety. These responsibilities include:

1. Follow department and plant safety practices.
2. Be familiar with all safety rules that directly pertain to your job and comply with them.
3. Report accidents and injuries to your Supervisor or Lead immediately no matter how minor.
4. First Aid must be obtained for any injury, no matter how slight.
5. Employees are required to provide cooperation and information for accurate accident investigations. Our goal is to prevent a recurrence of a similar incident.
6. Notify your Supervisor, Operations Manager or Safety Supervisor of any close calls, unsafe acts or conditions immediately.
7. Horseplay or unsafe acts are strictly forbidden. Example: Throwing product is considered an unsafe act. Willful horseplay or unsafe acts will be grounds for



# Disciplinary Report Form

<b>Employee name:</b> Teekajwok Oman	<b>Hire Date:</b> 5/8/2018	<b>Job title:</b> Production
<b>Department:</b> Production DC	<b>Shift:</b> 2nd	<b>Supervisor:</b> Benn Grenz

**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 11/18/2019

<b>Completed by:</b> Diana Elton	<b>Date:</b> 11/19/19
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**(Shaded area to be completed by Human Resources only.)**

<p><b>Progressive step:</b> <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> <h2>Written Warning for the Tardiness Policy</h2>	<p><b>Previous warnings:</b> Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:</p> <p>7 Notification of Tardy 10 Verbal for Tardy 7 Written for Tardy 4 Final for Tardy</p>
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**Consequence if incident occurs again:**  
**Possible Written Warning / Possible Final Warning**

<b>Human Resources Signature(s):</b> Kelsey Sikkink	<b>Date:</b> 11/19/2019
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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.)

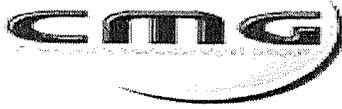
**Go 2 months without calling in  
\*\*Please sign and return to CMG\*\***

**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

<b>Employee name:</b> Teek Oman	<b>Hire Date:</b> 5/8/18	<b>Job title:</b> Warehouse Tech
<b>Department:</b> Production	<b>Shift:</b> 2 <sup>nd</sup>	<b>Supervisor:</b> Benn Grenz

**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

X  **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.)

**Teek had an unexcused tardy on 9/16/19. Teek was notified on 9/4/19 that if he had any more tardy's before accruing any back he would be demoted however Reichel Foods would like to give Teek an opportunity to improve. His start time will now be 3:30pm rather than 3pm. He will need to show improvement with his tardy within the next 4 months. If there is no improvement Teek will be demoted to transportation.**

**Completed by:** *Kelsey Adkins* **Date:** 9/17/19

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

<b>Progressive step:</b> <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	<b>Previous warnings:</b> Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:  Refer to Teeks's CMG Time personal file.
<b>Confirmed new start time of 3:30pm</b>	

**Consequence if incident occurs again:**  
If within 4 months Teek will be demoted.

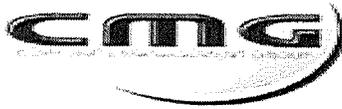
**Human Resources Signature(s):** *Kelsey Adkins* **Date:** 9/17/19

**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:** *Teek Oman* **Date:** \_\_\_\_\_  
**Witness signature (if any):** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Signature of person presenting report:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# Disciplinary Report Form

<b>Employee name:</b> Teek Oman	<b>Hire Date:</b> 5/5/2018	<b>Job title:</b> Production
<b>Department:</b> DC	<b>Shift:</b> 2nd	<b>Supervisor:</b> Benn Grenz

**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 8/24/2019

<b>Completed by:</b> Diana Elton	<b>Date:</b> 8/28/2019
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**(Shaded area to be completed by Human Resources only.)**

<p><b>Progressive step:</b> <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><b>Written Warning for the Tardiness Policy</b></p>	<p><b>Previous warnings:</b> Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:</p> <p>January 2019 to Date:</p> <p>1 Notifications for Tardiness 5 Verbal for Tardiness 6 Written for Tardiness 3 Final for Tardiness</p>
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**Consequence if incident occurs again:**  
**Possible Written Warning / Possible Final Warning**

<b>Human Resources Signature(s):</b> <i>Kelsey Sikkink</i>	<b>Date:</b> 8/28/2019
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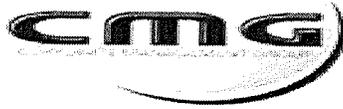
**Employee statement:**  I agree with the incident description above.  I disagree with the incident description above.  
**Date report presented to employee:**

**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

<b>Employee name:</b> Teek Oman	<b>Hire Date:</b> 5/8/2018	<b>Job title:</b> Production
<b>Department:</b> DC	<b>Shift:</b> 2nd	<b>Supervisor:</b> 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

## 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 8/22/2019

<b>Completed by:</b> Diana Elton	<b>Date:</b> 8/23/2019
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**(Shaded area to be completed by Human Resources only.)**

<b>Progressive step:</b> <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	<b>Previous warnings:</b> Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:  January 2019 to Date: 1-Notification for Tardiness 5- Verbal for Tardiness 5 - Written for Tardiness 3 - Final for Tardiness
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## Written Warning for the Tardiness Policy

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

<b>Human Resources Signature(s):</b> Kelsey Sikkink	<b>Date:</b> 8/23/2019
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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:**

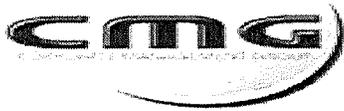
**Employee comments:** (Attach sheets if necessary.)

**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.

<b>Employee signature:</b> _____	<b>Date:</b> _____
<b>Witness signature (if any):</b> _____	<b>Date:</b> _____
<b>Signature of person presenting report:</b> _____	<b>Date:</b> _____

Mailed 8/23/2019



# Disciplinary Report Form

<b>Employee name:</b> Teekajwok Oman	<b>Hire Date:</b> 5/08/2018	<b>Job title:</b> Production
<b>Department:</b> DC	<b>Shift:</b> 2nd	<b>Supervisor:</b> Benn Grenz

**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 8/7/2019

<b>Completed by:</b> Diana Elton	<b>Date:</b> 8/8/2019
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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:

January 2019 to Date:

- 1 Notification for Tardiness
- 4 Verbal for Tardiness
- 4 Written for Tardiness
- 2 Final for Tardiness

## Final Warning for the Tardiness Policy

**Consequence if incident occurs again:**

**Any fault in future tardy will result in future demotion to a production position and a pay deduction.**

<b>Human Resources Signature(s):</b> <i>Kelsey Sikkink</i>	<b>Date:</b> 8/8/2019
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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:** *X Teekajwok Oman*

**Date:** \_\_\_\_\_

**Witness signature (if any):** \_\_\_\_\_

**Date:** \_\_\_\_\_

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

**Date:** \_\_\_\_\_

Called 8/8/2019



# Disciplinary Report Form

<b>Employee name:</b> Teek Oman	<b>Hire Date:</b> 5/8/2018	<b>Job title:</b> Production
<b>Department:</b> DC	<b>Shift:</b> 2nd	<b>Supervisor:</b> Benn Grenz

**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 7/23/2019**

<b>Completed by:</b> Diana Elton	<b>Date:</b> 7/24/2019
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**(Shaded area to be completed by Human Resources only.)**

<b>Progressive step:</b> <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	<b>Previous warnings:</b> Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: 1/4/2019 to Date: 2 - Notifications for tardiness 5 - Verbal for tardiness 5 - Written for tardiness 1 - Final for tardiness
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**Final Warning for the Tardiness Policy**

**Consequence if incident occurs again:**  
Possible Final Warning / Possible Assignment End

<b>Human Resources Signature(s):</b> <i>Kelsey Sikkink</i>	<b>Date:</b> 7/24/2019
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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.)

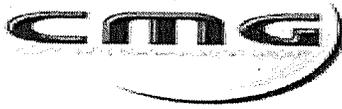
**Go 2 months without calling in**  
**\*\*Please sign and return to CMG\*\***

**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

<b>Employee name:</b> Teek Oman	<b>Hire Date:</b> 5/8/2018	<b>Job title:</b> Production
<b>Department:</b> Production	<b>Shift:</b> 2nd	<b>Supervisor:</b> Benn Grenz

**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 7/2/2019 and 7/5/2019**

<b>Completed by:</b> Diana Elton	<b>Date:</b> 7/3/2019
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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

**Final Warning for the Tardiness Policy**

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

1/4/2019 - Verbal for tardiness  
1/10/2019 - Verbal for tardiness  
1/14/2019 - written for tardiness  
1/15/2019 - written for tardiness  
4/8/2019 - verbal for tardiness  
4/16/2019 - verbal for tardiness  
6/13/2019 - Notification for tardiness  
6/26/2019 - verbal for tardiness

**Consequence if incident occurs again:**  
**Possible Final Warning / Possible Assignment End**

<b>Human Resources Signature(s):</b> Kelsey Sikkink	<b>Date:</b> 7/3/2019
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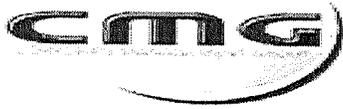
**Employee statement:**  I agree with the incident description above.  I disagree with the incident description above.  
**Date report presented to employee:**

**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

<b>Employee name:</b> Teekajwok Oman	<b>Hire Date:</b> 5/8/2018	<b>Job title:</b> Production
<b>Department:</b> Production	<b>Shift:</b> 2 <sup>nd</sup>	<b>Supervisor:</b> Benn Grenz

**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

## Failing to follow instructions

**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.)

## Failing to follow the call-in procedure on 6/28/2018

<b>Completed by:</b> Sierra Peterson	<b>Date:</b> 7/3/2018
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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:

Notified upon hire

## FINAL Warning for the Attendance Policy – Must call the call-in line when not able to come to work

**Consequence if incident occurs again:**  
**Possible Final Warning / Possible Assignment End**

<b>Human Resources Signature(s):</b> Kelsey Sikkink	<b>Date:</b> 7/3/2018
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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.)

Must call the call in line when unable to come into work

**\*\*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:** \_\_\_\_\_

Mailed on 7/5/18



# Disciplinary Report Form

<b>Employee name:</b> Teekajwok Oman	<b>Hire Date:</b> 5/8/2018	<b>Job title:</b> Production
<b>Department:</b> Production	<b>Shift:</b> 2 <sup>nd</sup> DC	<b>Supervisor:</b> Benn Grenz

**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 1/14/2019 and 1/15/2019**

<b>Completed by:</b> Diana Elton	<b>Date:</b> 1/15/2019
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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:  
 09/07/2018 - Notification for tardiness  
 09/20/2018 - Notification for tardiness  
 10/10/2018 - Notification for tardiness  
 10/19/2018 - Notification for tardiness  
 10/24/2018 - Verbal for tardiness  
 10/26/2018 - Notification for tardiness  
 11/02/2018 - Notification for tardiness  
 11/12/2018 - Verbal for tardiness  
 11/19/2018 - Verbal for tardiness  
 12/13/2018 - Verbal for tardiness  
 01/04/2019 - Verbal for tardiness  
 01/10/2019 - Verbal for tardiness

## Written for the Tardiness Policy

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

<b>Human Resources Signature(s):</b> Kelsey Sikkink	<b>Date:</b> 1/15/2019
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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.

<b>Employee signature:</b>	<b>Date:</b> 1-15-19
<b>Witness signature (if any):</b>	<b>Date:</b> 1-15-19
<b>Signature of person presenting report:</b> _____	<b>Date:</b> _____

# EMPLOYEE WARNING NOTICE FORM

Employee Name: Teekajwok Oman Date: 1/23/2020

Supervisor Name: Benn Grenz

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

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

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Tardiness         | <input type="checkbox"/> Insubordination                       |
| <input type="checkbox"/> Damaged Equipment            | <input type="checkbox"/> Failure to Follow Procedure           |
| <input type="checkbox"/> Absenteeism                  | <input type="checkbox"/> Failure to Meet Performance Standards |
| <input type="checkbox"/> Policy Violation             | <input type="checkbox"/> Poor Work Quality                     |
| <input type="checkbox"/> Falsifying Company Documents | <input type="checkbox"/> Other                                 |

**2. Details of Unsatisfactory Behavior/Actions:**

Unexcused Tardy on 1/22/2020

**3. Prior Warnings:**

- 4/8/2019 – Verbal for Tardiness
- 4/16/2019 – Verbal for Tardiness
- 4/18/2019 – Verbal for Tardiness
- 6/13/2019 – Notification for Tardiness
- 6/26/2019 – Verbal for Tardiness
- 7/2/2019 – Written for Tardiness
- 7/5/2019 – Written for Tardiness
- 7/23/2019 – Final for Tardiness
- 8/7/2019 – Final for Tardiness
- 8/8/2019 – Final for Tardiness
- 8/22/2019 – Written for Tardiness
- 8/24/2019 – Written for Tardiness
- 9/4/2019 – Final for Tardiness
- 11/14/2019 – Verbal for Tardiness
- 11/18/2019 – Written for Tardiness
- 12/31/2019 – Written for Tardiness

**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 3/22/2020**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Left message on 1/23 to come to CMG office, NCNS – Notified by supervisor on 1/23 and 1/27 to come to CMG office, NCNS.**



# Reichel Foods, Inc.

## Employee Warning Notice

### Employee Information

Date: 8/8/2019  
 Employee Name: Teekajwok Oman  
 Job Title: Warehouse  
 Manager/Supervisor: Benn Grenz/Jeremy Meyer

### Type of Warning

Verbal Warning   
 Written Warning   
 Final Warning

### Type of Offense

Tardiness/Leaving Early   
 Absenteeism   
 Violation of Company Policies   
 Substandard Work   
 Violation of Safety Rules   
 Rudeness to Customers/Coworkers   
 Other

### Details

Description of Incident (Describe incident and list the date, time, and any witnesses present)  
 On 08/06/19 Teek left for break and punched out at 7:18pm and returned and punched in at 7:56pm. He then took his paid break and took an additional unapproved extended break of 54 minutes more without notifying anyone.

Plan for Improvement:  
 Teek will only take the 40 minute approved warehouse break and will notify his supervisor/manager and co-workers before doing so. If for any reason Teek needs a longer break, Teek will need to have it preapproved by his supervisor/manager.

Consequences of Further Infractions:  
 Progressive discipline includes being demoted to production with a wage decrease.

### Acknowledgement of Receipt of Warning

By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager/supervisor have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

  
 Employee Signature \_\_\_\_\_ Date 8-8-19

  
 Manager/Supervisor \_\_\_\_\_ Date 8-8-19

Witness Signature (if employee understands warning but refuses to sign) \_\_\_\_\_ Date \_\_\_\_\_