



Disciplinary Report Form

Employee name: <u>Lorena Cabrera</u>	Hire Date: <u>0/30/08</u>	Job title: <u>Sanitation</u>
Department: <u>Sanitation</u>	Shift: <u>1st</u>	Supervisor: <u>Jamie Jonenson</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 Weds 10/9/2013

Completed by: <u>Anna Cordova</u>	Date: <u>10/10/13</u>
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(Shaded area to be completed by Human Resources only.)

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

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

Verbal warning

4/23/13 Verbal warning

Consequence if incident occurs again: Written warning

Human Resources Signature(s): <u>Kelsey Adkitt</u>	Date: <u>10/10/13</u>
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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.)

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.

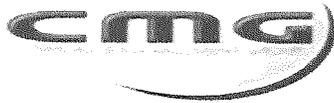
Employee signature: <u>Lorena Cabrera</u>	Date: <u>10-16-13</u>	Witness signature (if any): <u>Kelsey Adkitt</u>	Date: <u>10/16/13</u>	Signature of person presenting report: <u>Kelsey Adkitt</u>	Date: <u>10/16/13</u>
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10/16/13



Disciplinary Report Form

Employee name: Lorena Cabrera	Hire Date: 6/30/08	Job title:
Department: Sanitation	Shift: 1st	Supervisor: Jaime Sorenson
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 Tuesday 4/23/2013 LC		
Completed by: Anna Cordova	Date: 04/24/2013	
(Shaded area to be completed by Human Resources only.)		
Progressive step: <input checked="" type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Release <input type="checkbox"/> Written reprimand <input type="checkbox"/> Discharge <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof	Previous warnings: Type: Offense: Date: Type: Offense: Date:	
Verbal warnings	4/22 verbal warnings	
Consequence if incident occurs again: written warnings		
Human Resources Signature(s): Kelly Adickit	Date: 4/24/13	
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.)		
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: Lorena Cabrera	Date: 4-24-13	Witness signature (if any):
person presenting report: Kelly Adickit	Date: 4/24/13	Signature of



Disciplinary Report Form

Employee name: Lorena Sanchez	Hire Date: 06/30/2008	Job title:
Department: Sanitation	Shift: 1st	Supervisor: Jaime Sorenson
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 Monday 04/22/2013 LC		
Completed by: Anna C. Cordova	Date: 04/23/2013	
(Shaded area to be completed by Human Resources only.)		
Progressive step: <input checked="" type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Release <input type="checkbox"/> Written reprimand <input type="checkbox"/> Discharge <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:	
Verbal warning	1/24/13 verbal warning	
Consequence if incident occurs again: written warning		
Human Resources Signature(s): Kelly Adickert	Date: 4/23/13	
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.)		
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: Lorena Cabrera	Date: 4-24-13	Witness signature (if any):
person presenting report: Kelly Adickert	Date: 4/24/13	Signature of



Reichel Foods, Inc.

Employee Warning Notice

SQ0014FO

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SCANNED

Employee Information

Date: 9-4-12
Employee Name: Lorena Cabrera-Sanchez
Job Title: Sanitation
Manager/Supervisor: DASSAL Ram Cabrera SR

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 9-3-12 around 6:30 AM Lorena Cabrera was told to get quart build up in the corners of the walk way. Task was not completed.

Plan for Improvement:

Lorena will complete the task right away when giving

Consequences of Further Infractions:

Next time will be a written warning

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.

[Handwritten Signature]
Employee Signature

9-4-12
Date

Lorena Cabrera
Manager/Supervisor

9-4-12
Date

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

Date

EMPLOYEE WARNING REPORT

Employee: <i>Lorena Cabrera</i>	
Social Security # <i>1078-10-9056</i>	Client Co. <i>Reichel Foods</i> Dept. <i>H-1</i>
Warning Date <i>12-19-08</i>	Violation Date <i>12/19/08</i>
Violation Time	Violation Place

VIOLATION	VIOLATION
Alcohol/Drug Abuse <input type="checkbox"/>	Insubordination <input type="checkbox"/>
Attendance <input type="checkbox"/>	Safety Violation <input type="checkbox"/>
Behavior <input checked="" type="checkbox"/>	Tardiness <input type="checkbox"/>
Conduct <input type="checkbox"/>	Unsatisfactory Work <input type="checkbox"/>
Policies and Procedures <input type="checkbox"/>	Work Rule <input type="checkbox"/>
Fighting <input checked="" type="checkbox"/>	Other: <input type="checkbox"/>

COMPANY STATEMENT		
Description of incident: <i>Harassment/Horse Play Incident</i>		
<i>Investigation to follow</i>		
<i>See attachment</i>		
By: <i>Steve Jaffe</i>	Title: <i>On-Site Mgr</i>	Date: <i>12/19/08</i>

EMPLOYEE STATEMENT	
<input checked="" type="checkbox"/> I agree with the company statement	<input type="checkbox"/> I do not agree with the company statement
Employee Comments:	
Employee Signature: <i>Lorena Cabrera</i>	Date: <i>23/12/08</i>

* Verbal warnings do not require the employee's signature. Written warnings must be signed by the employee. Reports of both verbal and written warnings must be filed in the employee's file. It is not necessary to give the employees a copy of the verbal reports. Employees must be given a copy of written warning reports.

Allegation of sexual harassment after an investigation there is no clear evidence as to who began the incident that occurred the week of 12/15/08. However, 2 witnesses did confirm that Lorena Cabrera did horse play and did throw the bag of popcorn at the crotch of a male employee who is the one accusing Lorena. I have clearly explained to Lorena that she is not to engage in any conduct that violates the company's sexual harassment policy or she could face serious consequences and/or termination. She has promised to stop any horse play and that she will be more focused at work.

Oct or Nov.



Reichel Foods, Inc.

Employee Warning Notice

SCANNED
7/25/14
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Employee Information

Date: 7/25/2014
Employee Name: Lorena Caberara
Job Title: Sanitation
Manager/Supervisor: Bunthy/Rick

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)

7/25/14 - Bunthy caught Lorena C. didn't have any gloves on while handling the small plastic tub (21)

Plan for Improvement:

L.C. understood the mistakes and apologizes

She will not make the same mistake again

Consequences of Further Infractions:

Written up and Suspension will be given

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.

Lorena Caberara
Employee Signature

7/25/14
Date

[Signature]
Manager/Supervisor

7/25/14
Date

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

Date