

# Disciplinary Report Form

<b>Employee name:</b> Shukri Mahamud	<b>Hire Date:</b> 8/31/15	<b>Job title:</b> General Op Checker
<b>Department:</b> Production	<b>Shift:</b> 1 <sup>st</sup>	<b>Supervisor:</b> Bunthy Douk
<b>Offense track:</b> <input type="checkbox"/> Performance issue <input type="checkbox"/> Work rule violation, <b>Work rule violated, if any:</b>		
<b>Type of offense:</b> <input 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		
<b><u>X</u> Creating conflict in the workplace, disrespecting co-workers</b>		
<b>Incident description:</b> (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>On 11/5/19 Bunthy, Supervisor, heard his name called and noticed Shukri and Ariet were arguing. Bunthy and a couple pack off employees also witnessed the argument. Shukri claimed Ariet was swearing at her and Ariet claimed she was telling Shukri to quit accusing her of swearing. As Ariet was tell Shukri this she was pointing her finger at Shukri, Shukri pushed Ariet and Ariet pushed Shukri back. Bunthy jumped in between them and brought them to the supervisor's office. Kelsey was called and after listening to Bunthy, Ariet and Shukri's claims Kelsey sent Shukri and Ariet home for further investigation. When Ariet and Shukri were in the break room Shukri started to raise her voice again and stating that Ariet told her to meet her in the parking lot. Jamie (supervisor) was also in the break room and did not hear Ariet say anything to Shukri. Ariet was allowed to leave first and Shukri was escorted by Bunthy to her car. Ariet was gone and not waiting in the parking lot. This type of behavior is not tolerated at Reichel Foods. In the future if either employee is found in an altercation with one another or other co-workers, there will be an investigation and results could lead up to their assignment will end. Their job expectations are to respect one another in the workplace and if any issues arise to report to their supervisor. Both ladies will need to remain in the position/room they currently are assigned due they have asked to be able to leave at 2pm today. Reichel Foods is accommodating to their request and there is not another area that will work with their schedule.</p>		
<b>Completed by:</b> Kelsey A Sikkink		<b>Date:</b> 11/6/19
<b>(Shaded area to be completed by Human Resources only.)</b>		
<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: _____
<b><u>X</u> Written Warning</b>		
<b>Consequence if incident occurs again:</b> Assignment end		
<b>Human Resources Signature(s):</b>		<b>Date:</b> 11/6/19
<b>Employee statement:</b> <input type="checkbox"/> I agree with the incident description above. <input type="checkbox"/> I disagree with the incident description above. <b>Date report presented to employee:</b>		
<b>Employee comments:</b> (Attach sheets if necessary.)		
<b>Employee acknowledgement:</b> 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>

# EMPLOYEE WARNING NOTICE FORM

Employee Name: Shukri Mahamud

Date: 3/2/2020

Supervisor Name: Bunthy Douk

Hire Date: 8/31/2015

- 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 2/28/2020**

## 3. Prior Warnings:

5/6/2019 – Verbal for attendance  
6/4/2019 – Verbal for attendance  
9/11/2019 – Notification for attendance  
9/17/2019 – Verbal for attendance  
11/21/2019 – Notification for attendance  
1/16/2020 – Notification for attendance  
2/12/2020 - Notification for attendance  
2/24/2020 – Verbal for attendance

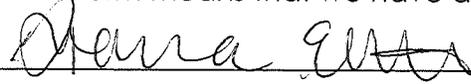
## 4. The following immediate corrective action must be taken by the employee.

**Failure to do so will result in further disciplinary action up to and including termination.**

**Go 2 months without calling in. 2 months from offence is 5/2/2020.**

Employee Signature: Talked to and made aware. Refused to sign. Date: 3/2/2020

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

Manager's Signature:  Date: 3/2/2020