

Disciplinary Report Form

Employee name: Channa Mak	Hire Date: 9/6/2012	Job title: Production
Department: Production - MV1	Shift: 2nd	Supervisor: Heng Somark

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 4/10/19

Completed by: Diana Elton	Date: 4/11/2019
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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> <h2>Written Warning for the Tardiness Policy</h2>	<p>Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:</p> <p>05/03/2018 - Notification for tardiness 05/23/2018 - Notification for tardiness 06/10/2018 - Verbal for tardiness 11/06/2018 - Notification for tardiness 12/17/2018 - Notification for tardiness 12/28/2018 - Verbal for tardiness 01/21/2019 - Notification for tardiness 02/06/2019 - Notification for tardiness 02/07/2019 - Verbal for tardiness 02/10/2019 - Verbal for tardiness 03/05/2019 - Written for tardiness 03/21/2019 - Written for tardiness 04/01/2019 - Written for tardiness</p>
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Consequence if incident occurs again:
Possible Written Warning / Possible Final Warning

Human Resources Signature(s): <i>Kelsey Sikkink</i>	Date: 4/11/2019
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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: _____

5. 11:44am Empty tote is placed by compactor, but now leaving less space for the forklift driver to maneuver. He doesn't see it and runs it over.
6. 11:48am Channa mak goes and grabs some clear bags that were in the tote that was ran over by the forklift and then put them on top of some clean supplies.

Thanks,

Jamie Sorensen, Sanitation Manager

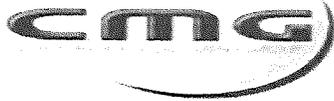
Reichel Foods, Inc.

3706 Enterprise Drive SW

Rochester, MN 55902

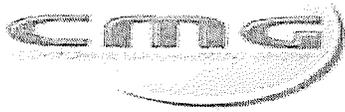
www.reichelfoods.com

Phone: 507-289-7264 | Fax: 507-289-6552



Disciplinary Report Form

Employee name: Charana Mark	Hire Date: 9/15/12	Job title: production
Department: mv2	Shift: 1st	Supervisor: Isabel
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 Wed. 7/30/14		
Completed by: Emily Theroy		Date: 7/31/14
(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: 6/4/14 written 3/28/14 Notification 4/28/14 written 4/21/14 verbal 4/4/14 verbal	
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.)		
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: 8/17/2014 Witness signature (if any): _____ Date: _____ Signature of person presenting report: _____ Date: _____		



Disciplinary Report Form

Employee name: Channa Mak	Hire Date: 9/6/12	Job title: Production
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Department: Production	Shift: 1st	Supervisor: Isabel Martinez
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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 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 from work on 4/28/14

Completed by: Kelsey Sikkink	Date: 4/28/14
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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:
Written	Written 4/21/14, verbal 4/19/14, verbal 4/4/14, notification 3/28/14, notification 7/5/13

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

Human Resources Signature(s): <i>Kelsey Sikkink</i>	Date: 4/28/14
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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 Channa Mak on 4/28/14 and left message regarding warning. Supervisor's told Channa to come to office but Channa did not show up. 28 4/28/14

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>Charna Mak</i>	Hire Date: <i>9/6/12</i>	Job title: <i>Production</i>
Department: <i>Production</i>	Shift: <i>1st</i>	Supervisor: <i>Isabel Martinez</i>

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 from work on 4/21/14

Completed by: *Kelsey Adhikari* Date: *4/23/14*

(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: <i>Verbal 4/19/14, 4/4/14 notification, 3/28/14, 7/5/13, 3/20/13</i>
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Written

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

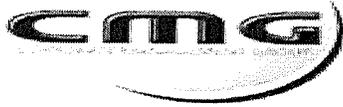
Human Resources Signature(s): *Kelsey Adhikari* Date: *4/23/14*

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 Charna on 4/28/14 and left message. Charna was called on 4/23 & 4/24 to come to office but she did not show up. 1084/29/14

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: Channa Mak	Hire Date: 9/6/2012	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

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 11/28th 2017

Completed by: Sierra Peterson	Date: 11/29/2017
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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>FINAL warning for tardiness policy</p>	<p>Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:</p> <p>12/15/2016- Notification for tardiness policy 1/5/2017- Notification for tardiness policy 6/5/2017- Notification for tardiness policy 8/23/2017- Notification for tardiness policy 8/29/2017- Verbal warning for tardiness policy 8/30/2017- Verbal warning for tardiness policy 9/25/2017- Written warning for the tardiness policy 10/18/2017- Written warning for the tardiness policy 11/15/2017- Written warning for the tardiness policy 11/27/2017- 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): Kelsey Sikkink	Date: 11/29/2017
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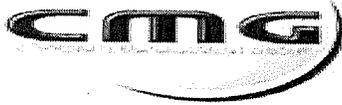
Employee statement: I agree with the incident description above. I disagree with the incident description above. **Date reported presented to employee:**

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:	Date: 11-30-17
Witness signature (if any): _____	Date: _____
Signature of person presenting report:	Date: 11/30/2017



Disciplinary Report Form

Employee name: Channa Mak	Hire Date: 9/6/2012	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

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 11/27/2017

Completed by: Sierra Peterson	Date: 11/28/2017
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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

Written warning for tardiness policy

Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:
 12/15/2016- Notification for tardiness policy
 1/5/2017- Notification for tardiness policy
 6/5/2017- Notification for tardiness policy
 8/23/2017- Notification for tardiness policy
 8/29/2017- Verbal warning for tardiness policy
 8/30/2017- Verbal warning for tardiness policy
 9/25/2017- Written warning for the tardiness policy
 10/18/2017- Written warning for the tardiness policy
 11/15/2017- Written warning for the tardiness policy

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

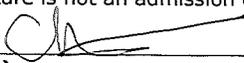
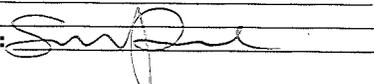
Human Resources Signature(s): Kelsey Sikkink	Date: 11/28/2017
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Employee statement: I agree with the incident description above. I disagree with the incident description above. **Date report presented to employee:**

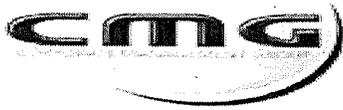
Employee comments: (Attach sheets if necessary.)

 Go 2 months without 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: 
Witness signature (if any): _____
Signature of person presenting report: 

Date: 11-30-17
Date: _____
Date: 11/30/2017



Disciplinary Report Form

Employee name: Channa Mak	Hire Date: 9/6/2012	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

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 11/15/2017

Completed by: Sierra Peterson	Date: 11/16/2017
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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 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:
	12/15/2016- Notification for tardiness policy 1/5/2017- Notification for tardiness policy 6/5/2017- Notification for tardiness policy 8/23/2017- Notification for tardiness policy 8/29/2017- Verbal warning for tardiness policy 8/30/2017- Verbal warning for tardiness policy 9/25/2017- Written warning for the tardiness policy 10/18/2017- Written warning for the tardiness policy

Written warning for tardiness policy

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

Human Resources Signature(s): Kelsey Sikkink	Date: 11/16/2017
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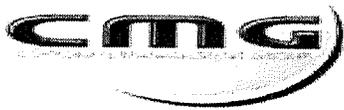
Employee statement: I agree with the incident description above. I disagree with the incident description above. **Date report presented to employee:**

Employee comments: (Attach sheets if necessary.)

Go 2 months without 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:	Date: 11-30-17
Witness signature (if any):	Date:
Signature of person presenting report:	Date: 11/30/2017



Disciplinary Report Form

Employee name: Channa Mak	Hire Date: 9/6/2012	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

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 9/25/17

Completed by: Sierra Haugerud	Date: 9/26/2017
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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>Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:</p>
	<p>10/12/2016- Notification for the tardiness policy 11/3/2016- Notification for the tardiness policy 12/15/2016- Notification for the tardiness policy 1/5/2017- Notification for the tardiness policy 8/23/2017- Notification for the tardiness policy 8/29/2017- Verbal warning for the tardiness policy 8/30/2017- Verbal warning for the tardiness policy</p>

Written Warning for the Tardiness Policy

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

Human Resources Signature(s): Kelsey Sikkink	Date: 9/26/2017
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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 arriving late

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

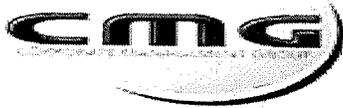
Employee acknowledgement: My signature acknowledges that I have received this report and that it has been discussed with me. I understand that my signature is not an admission of the incident or offense. I understand that I may appeal this report by filing a Discipline Complaint Form.

Employee signature:

Witness signature (if any): _____

Signature of person presenting report:

Date: 11-30-17
Date: _____
Date: 11/30/2017



Disciplinary Report Form

Employee name: Channa Mak	Hire Date: 9/6/12	Job title: Production
Department: MV2 Production	Shift: 1st	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

Tardy to Work

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 to work 12/27/2017

Completed by: Garrison	Date: 12/28/2017
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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:
	12/22/17-Final 8/29/17-verbal 12/08/17-Final 8/23/17- Notification 11/28/17-Final 1/5/17- Notification 11/24/17-Written 11/15/17-written 10/18/17-written 9/25/17-written 8/30/17-verbal

Consequence if incident occurs again:
Assignment End

Human Resources Signature(s):	Date:
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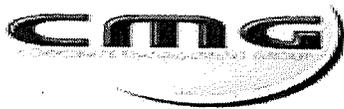
Employee statement: I agree with the incident description above. I disagree with the incident description above. **Date report presented to employee:**

Employee comments: (Attach sheets if necessary.)

****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: 12/28/17
Witness signature (if any):	Date:
Signature of person presenting report:	Date: 12/28/2017



Disciplinary Report Form

Employee name: Channa Mak	Hire Date: 9/6/2012	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

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 1/5/2018-
Channa has been given warnings and opportunities to improve her tardiness issues. Channa knows her job expectations and the importance of being at work on time and ready to be on the line at 6:30am. When she is late, it does slow down production and affects her coworkers. Channa will be given one more opportunity to improve. We would like to see her go 60 days without being tardy. However, if she is preapproved by filling out a TOR by Bunthy Douk approving, this will not count against her. If she is not preapproved to come in late and has an unexcused tardiness in the 60 day period, we will review a second shift position at the North or South plant.

Completed by: Kelsey Sikkink	Date: 1/8/2018
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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>Final warning for tardiness</p>	<p>Previous warnings: Type: Offense: Date: Type: Offense: Date:</p> <p>1/5/2017- Notification for tardiness 8/23/2017- Notification for tardiness 8/29/2017- Verbal warning for tardiness 8/30/2017- Verbal warning for tardiness 9/25/2017- Written warning for tardiness 10/18/2017- Written warning for tardiness 11/15/2017- Written warning for tardiness 11/24/2017- Written warning for tardiness 11/28/2017- Final warning for tardiness 12/8/2017- Final warning for tardiness 12/22/2017- Final warning for tardiness 12/27/2017- Final warning for tardiness</p>
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Consequence if incident occurs again:
Possible up to shift transfer or assignment end

Human Resources Signature(s): Kelsey Sikkink	Date: 1/8/2018
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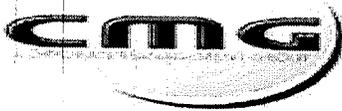
Employee statement: I agree with the incident description above. I disagree with the incident description above. **Date report presented to employee:**

Employee comments: (Attach sheets if necessary.)

****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: 1/8/18
Witness signature (if any):	Date:
Signature of person presenting report:	Date: 1/8/18



Disciplinary Report Form

Employee name: Channa Mak	Hire Date: 9/6/12	Job title: Production
Department: Production	Shift: 1st	Supervisor: Bunthy Douk

Offense track: Performance issue Work rule violation, **Work rule violated, if any:**

Type of offense: Absenteeism 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.)

On 1/29/18 Channa was tardy. She had been spoken to on 1/6/18 regarding her tardy on 1/5/18 and was given a final warning. She was also explained to that if she did not improve in 60 days she would be offered a 2nd shift position to help her with her tardy issues. Channa was late again on 1/29/18 and will be offered a 2nd shift position. If she declines she can resign her position as we have placed her on the latest starting line on 1st shift and given her many opportunities to improve. If she transfers to 2nd shift and shows improvement with her tardy issues she can request a transfer back to 1st shift.

Completed by: Kelsey Sikkink	Date: 2/1/18
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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 Transfer to 2nd Shift	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: 8/23/17-Notification for tardiness 8/29/17-Verbal for tardiness 8/30/17-Verbal for tardiness 9/25/17-Written for tardiness 10/18/17-Written for tardiness 11/15/17-Written for tardiness 11/24/17-Written for tardiness 11/28/17-Final for tardiness 12/8/17-Final for tardiness 12/22/17-Final for tardiness 12/27/17-Final for tardiness 1/5/18-Final for tardiness/90 day improvement/transfer 60
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Consequence if incident occurs again: **If tardy days are not accrued back it will be an 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.)

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: <i>Kelsey Sikkink</i>	Date: 2/1/18



Disciplinary Report Form

Employee name: Channa Mak	Hire Date: 9/6/2012	Job title: Production
Department: Production	Shift: 2nd	Supervisor: Heng Somark

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 4/12/19

Completed by: Diana Elton	Date: 4/15/2019
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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

Written Warning for the Tardiness Policy

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

- 5/3/2018 - Notification for tardiness
- 5/23/2018 - Notification for tardiness
- 6/10/2018 - Verbal for tardiness
- 11/6/2018 - Notification for tardiness
- 12/17/2018 - Notification for tardiness
- 12/28/2018 - Verbal for tardiness
- 1/21/2019 - Notification for tardiness
- 2/6/2019 - Notification for tardiness
- 2/7/2019 - Verbal for tardiness
- 2/10/2019 - Verbal for tardiness
- 3/5/2019 - Written for tardiness
- 3/21/2019 - Written for tardiness
- 4/1/2019 - Written for tardiness
- 4/10/2019 - Written for tardiness

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

Human Resources Signature(s): Kelsey Sikkink	Date: 4/15/2019
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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.

Employee signature:	Date: 04-16-19
Witness signature (if any):	Date:
Signature of person presenting report:	Date: 4-16-19



Disciplinary Report Form

Employee name: Channa Mak	Hire Date: 9/6/2012	Job title: Production
Department: Production	Shift: 2nd	Supervisor: Heng Somark

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 4/12/19

Completed by: Diana Elton	Date: 4/15/2019
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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> <h2 style="text-align: center;">Written Warning for the Tardiness Policy</h2>	<p>Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:</p> <p>5/3/2018 - Notification for tardiness 5/23/2018 - Notification for tardiness 6/10/2018 - Verbal for tardiness 11/6/2018 - Notification for tardiness 12/17/2018 - Notification for tardiness 12/28/2018 - Verbal for tardiness 1/21/2019 - Notification for tardiness 2/6/2019 - Notification for tardiness 2/7/2019 - Verbal for tardiness 2/10/2019 - Verbal for tardiness 3/5/2019 - Written for tardiness 3/21/2019 - Written for tardiness 4/1/2019 - Written for tardiness 4/10/2019 - Written for tardiness</p>
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Consequence if incident occurs again:
Possible Written Warning / Possible Final Warning

Human Resources Signature(s): <i>Kelsey Sikkink</i>	Date: 4/15/2019
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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.

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

Channa Mak grounds for transferring from 2nd to 1st shift-

On 2/12/18 Channa transferred from 1st to 2nd shift due to her tardiness issues on 1st shift. The plan for improvement was to be able for Channa to work on 2nd shift with no tardy issues. There was a possibility for transferring back to 1st shift after there was some improvement with her tardiness.

On 3/9/18 Channa approached Alfonso inquiring if she could move back to 1st shift. Channa will be considered to move back to 1st shift based on the conditions below. These will need to all be met, and consideration will be taken to move back to 1st shift effective 4/30/18.

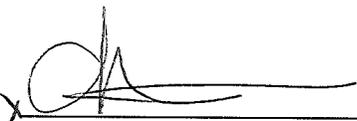
-Channa will not be tardy without pre-approval and enough accrued vacation day to cover the tardy.

-Channa will not exceed the attendance policy.

-Channa will continue to show improvement to her tardiness issues and accrue tardy days back per Reichel Foods policy.

-If and when Channa is approved to transfer back to 1st shift there will be no more accommodations to her tardiness issues. It will be Channa's responsibility to be on time for the start of her shift on 1st shift. If she is unable to meet the required schedule without accruing a tardiness day back per the Reichel Foods policy, her assignment will end.

By Channa signing this form, she understands the terms if she is approved to transfer to 1st shift. Channa has been explained her job responsibilities and her responsibility of being to work on time and not exceeding the tardiness policy. If she does not follow the agreement her assignment at Reichel Foods will end.



Channa Mak

03-13-18

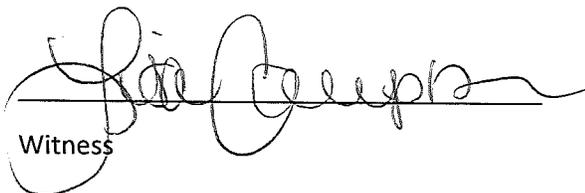
Date



Kelsey Sikkink, CMG Rep

3/13/18

Date



Witness

3/13/18

Date



Disciplinary Report Form

Employee name: Channa Mak	Hire Date: 09/06/2012	Job title: Production
Department: Production	Shift: 2nd	Supervisor: Heng Somark

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 3/5/2019

Completed by: Diana Elton	Date: 3/6/2019
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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>Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:</p> <p>05/03/2018 – Notification for tardiness 05/23/2018 – Notification for tardiness 06/10/2018 – Verbal for tardiness 12/17/2018 – Notification for tardiness 12/28/2018 – Verbal for tardiness 01/21/2019 – Notification for tardiness 02/06/2019 – Notification for tardiness 02/07/2019 – Verbal for tardiness 02/10/2019 – Verbal for tardiness</p>
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Written Warning for the Tardiness Policy

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

Human Resources Signature(s): Kelsey Sikkink	Date: 3/6/2019
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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:

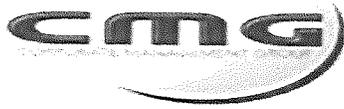
Employee comments: (Attach sheets if necessary.)

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:** _____

Called 3/6/19



Disciplinary Report Form

Employee name: Channa Mak	Hire Date: 09/06/2012	Job title: Production
Department: Production	Shift: 2nd	Supervisor: Heng Somark

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 3/21/2019

Completed by: Diana Elton	Date: 3/22/2019
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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>05/03/2018 - Notification for tardiness 05/23/2018 - Notification for tardiness 06/10/2018 - Verbal for tardiness 11/06/2018 - Notification for tardiness 12/17/2018 - Notification for tardiness 12/28/2018 - Verbal for tardiness 01/21/2019 - Notification for tardiness 02/06/2019 - Notification for tardiness 02/07/2019 - Verbal for tardiness 02/10/2019 - Verbal for tardiness 03/05/2019 - Written for tardiness</p>
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Consequence if incident occurs again:
Possible Written Warning / Possible Final Warning

Human Resources Signature(s): Kelsey Sikkink	Date: 3/22/2019
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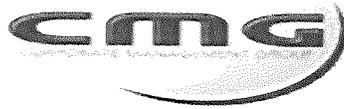
Employee statement: I agree with the incident description above. I disagree with the incident description above.
Date report presented to employee:

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

Employee name: Channa Mak	Hire Date: 9/6/2012	Job title: Production
Department: Production - MV1	Shift: 2 nd	Supervisor: Heng Somark

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 4/1/2019

Completed by: Diana Elton	Date: 4/2/2019
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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>05/03/2018 - Notification for tardiness 05/23/2018 - Notification for tardiness 06/10/2018 - Verbal for tardiness 11/06/2018 - Notification for tardiness 12/17/2018 - Notification for tardiness 12/28/2018 - Verbal for tardiness 01/21/2019 - Notification for tardiness 02/06/2019 - Notification for tardiness 02/07/2019 - Verbal for tardiness 02/10/2019 - Verbal for tardiness 03/05/2019 - Written for tardiness 03/21/2019 - Written for tardiness</p>
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Consequence if incident occurs again:
Possible Written Warning / Possible Final Warning

Human Resources Signature(s): <i>Kelsey Sikkink</i>	Date: 4/2/2019
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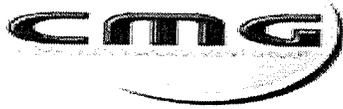
Employee statement: I agree with the incident description above. I disagree with the incident description above.
Date report presented to employee:

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

Employee name: Channa Mak	Hire Date: 9/6/2012	Job title: Production
Department: Production	Shift: 2 nd	Supervisor: Heng Somark

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 7/25/2019

Completed by: Sierra Peterson	Date: 7/26/2019
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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

Written warning for the tardiness policy

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

- 11/6/2018- notification for tardiness
- 12/17/2018- notification for tardiness
- 12/28/2018- verbal for tardiness
- 1/21/2019- notification for tardiness
- 2/6/2019- notification for tardiness
- 2/7/2019- verbal for tardiness
- 2/10/2019- verbal for tardiness
- 3/5/2019- written for tardiness
- 3/21/2019- written for tardiness
- 4/1/2019- written for tardiness
- 4/10/2019- written for tardiness
- 4/12/2019- written for tardiness
- 7/15/2019- notification for tardiness
- 7/17/2019- verbal for tardiness
- 7/20/2019- verbal for tardiness

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

Human Resources Signature(s): Kelsey Sikkink	Date: 7/26/2019
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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****

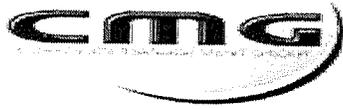
Employee acknowledgement: My signature acknowledges that I have received this report and that it has been discussed with me. I understand that my signature is not an admission of the incident or offense. I understand that I may appeal this report by filing a Discipline Complaint Form.

Employee signature: _____ **Date:** _____

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

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

Called to CMG on 7/26/19 - Assignment ended



Disciplinary Report Form

Employee name: Channa Mak	Hire Date: 9/6/2012	Job title: Production
Department: Production	Shift: 2 nd	Supervisor: Heng Somark

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 7/25/2019

Completed by: Sierra Peterson	Date: 7/26/2019
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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

Written warning for the tardiness policy

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

- 11/6/2018- notification for tardiness
- 12/17/2018- notification for tardiness
- 12/28/2018- verbal for tardiness
- 1/21/2019- notification for tardiness
- 2/6/2019- notification for tardiness
- 2/7/2019- verbal for tardiness
- 2/10/2019- verbal for tardiness
- 3/5/2019- written for tardiness
- 3/21/2019- written for tardiness
- 4/1/2019- written for tardiness
- 4/10/2019- written for tardiness
- 4/12/2019- written for tardiness
- 7/15/2019- notification for tardiness
- 7/17/2019- verbal for tardiness
- 7/20/2019- verbal for tardiness

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

Human Resources Signature(s): Kelsey Sikkink	Date: 7/26/2019
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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:** _____

Assignment end

EMPLOYEE WARNING NOTICE FORM

Employee Name: Channa Mak

Date: 2/24/2020

Supervisor Name: Jonny Soth

Hire Date: 9/6/2012

- 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 Tardy on 2/22/2020

3. Prior Warnings:

- 3/5/2019 – Written for tardiness
- 3/21/2019 – Written for tardiness
- 4/1/2019 – Written for tardiness
- 4/10/2019 – Written for tardiness
- 4/12/2019 – Written for tardiness
- 7/15/2019 – Notification for tardiness
- 7/17/2019 – Verbal for tardiness
- 7/20/2019 – Verbal for tardiness
- 7/25/2019 – Written for tardiness
- 10/7/2019 – Notification for tardiness
- 11/20/2019 – Notification for tardiness

Refused to sign. She states sup sent her home.

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 is 4/22/2020.

Employee Signature: _____ Date: _____

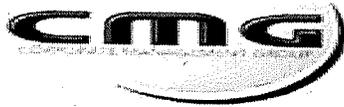
Note: Your signature on this form means that we have discussed the situation(s).

Manager's Signature: *Julie Adelt* Date: 2/24/2020

This type of insubordination by a lead cannot happen. Please document and issue a warning.

Thanks,

Darius
Production Supervisor



Disciplinary Report Form

Employee name: Channa Mak	Hire Date: 9/6/2012	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

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 12/22/2017

Completed by: Sierra Peterson	Date: 12/26/2017
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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:
 1/5/2017- Notification for the tardiness policy
 8/21/2017- Left Early
 8/23/2017- Notification for the tardiness policy
 8/29/2017- Verbal warning for the tardiness policy
 8/30/2017- Verbal warning for the tardiness policy
 9/25/2017- Written warning for the tardiness policy
 10/18/2017- Written warning for the tardiness policy
 11/15/2017- Written warning for the tardiness policy
 11/24/2017- Written warning for the tardiness policy
 11/28/2017- Final warning for the tardiness policy
 12/8/2017- Final warning for the tardiness policy

FINAL warning for the tardiness policy

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

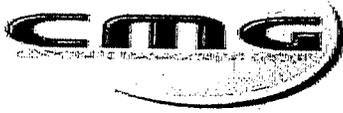
Human Resources Signature(s): Kelsey Sikkink	Date: 12/26/2017
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Employee statement: I agree with the incident description above. I disagree with the incident description above. **Date report presented to employee:**

Employee comments: (Attach sheets if necessary.)

Go 2 months without 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: [Signature] **Date:** _____
Witness signature (if any): _____ **Date:** _____
Signature of person presenting report: [Signature] **Date:** 12/27/17



Disciplinary Report Form

Employee name: Channa Mak	Hire Date: 09/06/2012	Job title: Production
Department: MV2 Production	Shift: 1st	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

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 to work 12/08/2017

Completed by: Garrison	Date: 12/08/2017
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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

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

12/8/17-Final		1/15/17- notification
11/28/17-final		1/5/17-notification
11/24/17-written		12/15/16- notification
11/15/17-written		
10/18/17-written		
9/25/17-written		
8/30/17-verbal		
8/29/17-vebal		

Consequence if incident occurs again:
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.)

****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: [Signature]
Witness signature (if any): _____
Signature of person presenting report: [Signature]

Date: _____
Date: _____
Date: 12/27/17