

EMPLOYEE WARNING NOTICE FORM

Employee Name: Istahil Mohamed

Date: 9/8/20

Supervisor Name: Jonny Soth

Hire Date: _____

- 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:

On 9/4/20 Istahil was asked to move to help fill apples. She said no and did not give a reason. When she was asked to come to the office she spoke with the supervisors. She was explained that on 9/2/20 and 9/3/20 she had been rotating on helping fill apples without an issue. When Istahil was asked to continue to rotate she said no, and it is because she gets sick. She had only notified us prior to hire she was allergic to peanut butter. We will have her in the pack off area but if she is asked to rotate due to short staffing, keeping up on orders, or for safety purposes she will need to rotate with her co-workers.

3. Prior Warnings:

2/11/20-Verbal

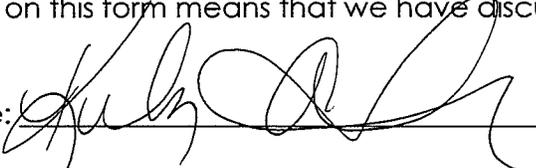
4. The following immediate corrective action must be taken by the employee.

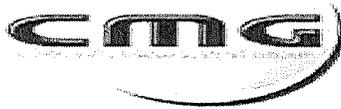
Failure to do so will result in further disciplinary action up to and including termination.

If Istahil is unable to meet the expectations of the job and be able to move to different areas she will need to resign, or her assignment can end.

Employee Signature:  Date: 9/8/20

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

Manager's Signature:  Date: 9/8/20



Disciplinary Report Form

Employee name: Istahil Mohamed	Hire Date: 6/7/2019	Job title: Production
Department: Production	Shift: 2nd	Supervisor: Jonny Soth

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

Type of offense: Absenteeism Tardiness Misuse of property/equipment Using property/equipment for personal use Leaking confidential information Theft or fraud Lying or cheating Falsifying company documents Unsafe behavior Eating in undesignated areas Smoking in undesignated areas Posting items without permission Spreading gossip Using vulgar language Horseplay Indecent behavior Bringing weapon onsite Bringing illegal drugs/alcohol onsite Failing to follow instructions Poor work quality Poor work quantity Refusing to work Sleeping on the job Poor hygiene Poor housekeeping Disregarding dress code Other___ Disruption in the work place Threatening or creating conflict w/ coworkers

Tardiness

Incident description: (Describe actions, behavior, or incident; date(s); time(s); place(s); witness(es) and his/her observations; impact(s) of actions, behavior, or incident; employee's responses immediately after the incident and other significant conversations; employee's previous related training or counseling; and other relevant facts.)

Unexcused Tardy on 11/18/2019

Completed by: Diana Elton	Date: 11/19/19
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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>7/18/2019 - Notification for tardiness 8/31/2019 - Notification for tardiness 9/21/2019 - Verbal for tardiness 9/28/2019 - Verbal for tardiness 10/1/2019 - Written for tardiness 11/18/2019 - Written 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): <i>Kelsey Sikkink</i>	Date: 11/19/2019
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Employee statement: I agree with the incident description above. I disagree with the incident description above.
Date report presented to employee:

Employee comments: (Attach sheets if necessary.)

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

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

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