



# Disciplinary Report Form

<b>Employee name:</b> Areit Okello	<b>Hire Date:</b> 10/14/19	<b>Job title:</b> Cartoner
<b>Department:</b> Production	<b>Shift:</b> 1 <sup>st</sup>	<b>Supervisor:</b> 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

**Creating conflict in the workplace, disrespecting co-workers**

**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 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 Areit 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 Areit 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 Areit 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.

<b>Completed by:</b> Kelsey A Sikkink	<b>Date:</b> 11/6/19
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(Shaded area to be completed by Human Resources only.)

<b>Progressive step:</b> <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input 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: <input type="checkbox"/> Offense: <input type="checkbox"/> Date: <input type="checkbox"/> Type: <input type="checkbox"/> Offense: <input type="checkbox"/> Date: <input type="checkbox"/> Type: <input type="checkbox"/> Offense: <input type="checkbox"/> Date: <input type="checkbox"/>
<input checked="" type="checkbox"/> <b>Written Warning</b>	

**Consequence if incident occurs again:** Assignment end

<b>Human Resources Signature(s):</b>	<b>Date:</b> 11/6/19
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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:**