



Disciplinary Report Form

Employee name: <i>Abang Kwat</i>	Hire Date: <i>7-11-11</i>	Job title: <i>Production</i>
Department: <i>Oric 6</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 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

x Creating conflict
x Insubordination / misconduct

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.)

Abang was dropping full boxes of product on another employees hands.

Completed by: *Kelsey Adickit* Date: *4.29.13*

(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 type="checkbox"/> Written reprimand <input type="checkbox"/> Discharge <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof <i>x Discharge</i>	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: <i>verbal 12/7/12</i>
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Consequence if incident occurs again: *NA*

Human Resources Signature(s): *Kelsey Adickit* Date: *5/1/13*

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.)

Spoke to Abang on the phone on 5/31/13. KS

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: _____

Documentation regarding Abang Kwot

Date: December 10th, 2012

I received an email from Abang's supervisor on Friday, December 7th, 2012 regarding Abang yelling at other employees and causing conflict in the work place. I asked the supervisor's to send Abang to the CMG office after her shift but Abang did not show up. I finally spoke to her on Monday December 10th regarding the email I received from her supervisor. She did not realize she was being so rude to her co-workers until I made her aware of it. She said she would work on her behavior.

I told her that this is a verbal warning and that type of behavior is not tolerated in the work place. The next offense could result in discharge.

Kulay Adikkut
12/10/12

Documentation regarding Abang Kwot

Date: 5/1/13

I received an email from Abang's supervisor on Friday April 26th regarding Abang and another employee named Deb Johnson. The email stated that Deb J came to her supervisor in tears and stated that Abang was hitting her hands with boxes and her hands were hurting quite badly. I brought Deb J in to the CMG office and met with me on Monday April 29th and spoke with her.

Deb stated that on Friday April 26th, Abang was moved to the same area as she was in. They were at the end of the line, placing finished product in the shipping boxes and getting them ready to seal. Deb continued to her job and Abang started to hit Deb's hands with the boxes. Deb didn't say anything right away because she figured it was an accident. After another few boxes, Deb's hands continued to get hit by Abang. Finally Deb looked at Abang and said in a light manner, "Hey Abang, I really need my hands to work. Could you try and not hit them anymore?" Deb said that Abang looked at her and said "Yes Debbie". They both went back to work and again, Abang was hitting Deb's hands with the boxes. Deb moved up the line to try and avoid her hands being hit again and Abang moved up the line to and hit Deb's hands again. Deb then moved really slow putting the box on the line and watched Abang to see if Abang would do it again. And of course Abang moved the box near Deb's hands but Deb pulled her hands back right away to avoid them getting hit. Deb moved back down the line and Abang followed her. Again Abang hit Deb's hands with the box. Deb had asked Abang 4 or 5 times to please quit hitting her hands. Deb told her that her hands were really starting to hurt. At that point Deb went and spoke to her supervisor in tears and went to break. Deb stated that she couldn't understand why Abang would continue to do this to her and felt very bullied and disrespected. Deb has been in the same position for a couple of months and has never had a situation like this before.

I then called Abang in on Monday April 29th after her shift but Abang did not come and meet with me. I called her and asked her to meet with me at 11a on April 30th which she did.

I asked Abang about the situation with her and Deb on Friday April 26th. Abang just smiled and said "nothing" "nothing happened". I explained what Deb had said about Abang hitting her hands with the boxes. Abang just said "I would never do that to Debbie". Abang continued to deny everything Deb had stated and smiled and smirked at me. Then Abang said that when they went to break and she saw Deb rubbing her hands and asked Deb what had happened to her hands. I asked her about when Deb moved on the line if Abang followed her and Abang said "nope, I stayed at the end of the line and Deb was a head of her on the line." Abang told me to talk to Donatien M regarding the situation. She said he was there and would tell me that she didn't hit Deb's hands. I did speak with Donatien and he wasn't watching the entire time but he did state that Abang and Deb were working right next to each other and Abang was working slow and not working efficiently.

While I was speaking to Abang, she continued to smirk at me and seemed to not be taking me seriously. She would not admit to any of the accusations made by Deb J. Abang was suspended on 4/30/13 pending the investigation. After the investigation, the decision was made to end Abang's assignment at

Reichel Foods. Discharge date is 5/3/13 for misconduct in the workplace. Abang's last day worked was Monday April 29th.

Felisey Adelbert
5/3/13