



Disciplinary Report Form

Employee name: <u>Mark Albright</u>	Hire Date: <u>12-15-14</u>	Job title: <u>Grinder</u>
Department: <u>Grinding</u>	Shift: <u>2nd</u>	Supervisor: <u>Dale Sennie</u>

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

4 days absent

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.)

12-22-14 Sick 1-29-15 Left early
1-14-15 Sick 2-4-15 Sick

Completed by: <u>Renee Burns</u>	Date: <u>2/17/15</u>
-------------------------------------	-------------------------

(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	Previous warnings: Type: <u>verbal warning</u> Offense: <u>verbal warning</u> Date: <u>verbal warning</u>
--	---

Consequence if incident occurs again:
Possible Termination

Human Resources Signature(s): <u>Renee Burns</u>	Date: <u>2/17/15</u>
---	-------------------------

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: Mark A. Albright Date: _____ Witness signature (if any): _____ Date: _____ Signature of person presenting report: _____ Date: _____

Regular and on-time attendance is necessary for efficient operations at the Company. Excessive absenteeism and tardiness is not only inconvenient but also causes costly problems. While it is recognized that an occasional illness or extenuating personal reason may cause unavoidable absence from work or tardiness, regular on-time attendance is required for continued employment.

Employees are required to notify the Company of any absence or tardiness. Employees must contact the Office to report any absence or lateness as far in advance of their starting time as possible, so that arrangements may be made to alter the distribution of work if necessary.

Because it is our desire to build a responsible workforce, we have chosen to implement a "No Fault" attendance policy. With this policy employees need not bring in excuses. All absences and tardies are recordable for purposes of determining excessive absenteeism or tardiness under this Policy. Absences resulting from conditions that are determined to qualify for leave under the federal Family and Medical Leave Act are not counted as absences under the "No Fault" policy.

PROGRESSIVE DISCIPLINE POLICY

Any employee who fails to maintain an acceptable attendance record by falling into the "Excessive Absenteeism" categories described above or who engages in excessive tardiness, will be subject to disciplinary action up to and including termination. Excessive absenteeism or tardiness may also affect future promotions, job transfers, compensation, and eligibility for vacation time.

If an employee is absent from work for one (1) day without informing his/her supervisor, the employee may be terminated, effective the last day worked by the employee.

Total # of Days Absent		
Consecutive or Non Consecutive	2 Days	Step 1: Verbal Warning
	4 Days	Step 2: Written Warning
	6 Days	Step 3: Final Written Warning
	8 Days	Step 4: Termination
Single Day - No Call / No Show	1 Occurrence	Step 2: Written Warning
	2 Occurrences	Step 3: Termination
Tardiness	2 Occurrences	Step 1: Verbal Warning
	4 Occurrences	Step 2: Written Warning
	6 Occurrences	Step 3: Final Written Warning
	8 Occurrences	Step 4: Termination

Absenteeism and tardiness are the most common reasons for removal from assignments at Hufskén Meats. Make it a priority to be on time and at work every day that you are assigned.

Mark Albright
Name (Print)

[Signature]
Signature

Teddy
Date