



Disciplinary Report Form

Employee name: Alvin Mabry	Hire Date: 10-28-14	Job title: Sanitation
Department: 3rd Shift Sanitation	Shift: 3rd	Supervisor: Tim Holt
Offense track: <input type="checkbox"/> Performance Issue <input checked="" 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		
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.) 12-9-14 Sick 1-2-15 Sick 1-24-15 Sick 1-28-15 left early due to illness		
Completed by: Renee Burns	Date: 1-29-15	
(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 checked="" type="checkbox"/> Discharge <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:	
Consequence if incident occurs again: 8 absences in 1 yr. - termination		
Human Resources Signature(s): Renee Burns	Date: 1-28-15	
Employee statement: <input checked="" 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: Alvin Mabry	Date: 1-30-15	Witness Signature of person presenting report:
signature (if any):	Date:	Signature of
person presenting report:	Date:	



Corporate Management Group Attendance Policy – Huisken Meats

POLICY

Timely and regular attendance is an expectation of performance for all Corporate Management Group (CMG) employees. To ensure adequate staffing, positive employee morals, and to meet expected productivity standards throughout our client sites. Employees will be held accountable for adhering to their workplace schedule. In the event an employee is unable to meet this expectation, he / she must obtain approval from their supervisor in advance of any requested schedule changes.

ESSG and **BRANDING IRON** need a reliable workforce. When you are on the job and on time each working day, you contribute to the team effort and the continuous workflow. When you are absent or tardy, even for a valid reason, it places an extra burden on other ESSG Associates/**BRANDING IRON TEAM MEMBERS** and could reduce the quality of the finished product or service at **BRANDING IRON**.

ESSG Associates are expected to be at their workstations ready to begin work at their workstations ready to begin work at their assigned starting time. You should return promptly from lunch and break periods. You are also expected to remain on the job during working hours. If you wish to leave the premises for any reason (other than lunch), you must receive permission from your **BRANDING IRON MANAGER**. Your attendance record is part of your total work record, and could affect your future with ESSG and **BRANDING IRON**.

PROCEDURE

I. Absent

An employee is deemed absent when he/ she is unavailable for work as assigned / scheduled and such time off was not scheduled / approved in advance via a supervisor or CMG on-site representative verified by a supervisor.

II. Tardy

An employee is deemed to be tardy when he / she:

- Fails to report for work at the assigned / scheduled work time.
- Leaves work prior to the end of the assigned / scheduled work time without prior supervisory approval.
- Takes an extended meal or break period without approval.

III. DEPARTMENTAL NOTIFICATION PROCEDURE

Regular and timely attendance is essential to performing your job.

If you find it necessary to be absent from work due to illness or other emergency, you must call both you **CMG / ESSG Account Manager** at tel. (320) 281-5617 and your **Branding Iron Manager**. If you reach the voicemail, leave your name, the reason why you will not be reporting for work and a telephone number where you can be reached.

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 Huisken Meats. Make it a priority to be on time and at work every day that you are assigned.

Alvin Mahay
Name (Print)

Alvin Mahay
Signature

1-30-15
Date