



Disciplinary Report Form

Employee name: Andre Bowden	Hire Date: 9/24/2018	Job title: Recruiter
Department: HR	Shift: 1st	Supervisor: Taylor Boushess

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 Falling to follow instructions Poor work quality Poor work quantity Refusing to work Sleeping on the job Poor hygiene Poor housekeeping Disregarding dress code Other

1. Failing to follow instructions
2. Poor work quality
3. Failure to follow procedures

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.)

Andre continues not to follow new hire paperwork procedure as well as hiring procedure. Failure to complete background prior to submitting to client.

Completed by: **Taylor Boushess** Date: **6/6/19**

(Shaded area to be completed by Human Resources only.)

Progressive step: Oral warning* Suspension (unpaid) Release Written reprimand Discharge Suspension (paid) *File apart from personnel files and copies thereof

Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:

Written Warning

Consequence if incident occurs again: **Final Written Warning**

Human Resources Signature(s): **[Signature]** Date: **6/6/19**

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.)
Whenever I submit candidates, I make sure to do things properly due to being told before on how to submit information to client. Also, I admit I were done this prior, but was not given a specific person who led was and I was only addressed by my coworkers about it.

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: **[Signature]** Date: **6/6/19** Witness signature (if any): **[Signature]** Date: **6/6/19** Signature of person presenting report: **[Signature]**

cont. on other side

Disciplinary Report Form continued

Incident description (continued):

Failure to complete all new hire paperwork prior to submitting for hire.

4 applicants in the week of 5/31/19 you failed to complete a background prior to submitting for review/interviewing.

I have reviewed NHTP over and the constant changes has gotten me confused due to when and how enter information. I want to make sure I am entering information properly and I consistently make sure before submitting any thing. This has been an inconvenience for me since I asked numerous of time to make sure I am doing this correctly and I got something else as if I done something, I want to be consistent with this and it always turned around to something I do wrong.