



# Disciplinary Report Form

<b>Employee name:</b> Aw Paw	<b>Hire Date:</b> 9/27/2015	<b>Job title:</b> Commissary
<b>Department:</b> Production	<b>Shift:</b> 2nd	<b>Supervisor:</b> Chris

**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

Absenteeism

**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.)

**Aw has been absent on 4 separate occasions. Attendance needs to improve immediately.**

<b>Completed by:</b> Kate Ritter	<b>Date:</b> 02/23/216
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**(Shaded area to be completed by Human Resources only.)**

<b>Progressive step:</b> ___ Oral warning* ___ Suspension (unpaid) ___ Written reprimand ___ Release ___ Suspension (paid) *File apart from personnel files and copies thereof  <b>Written Warning</b>	<b>Previous warnings:</b> Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:  Verbal Warning
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**Consequence if incident occurs again:**  
Final Warning

<b>Human Resources Signature(s):</b> Kate Ritter	<b>Date:</b> 02/23/2016
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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:** Aw Paw  
**Witness signature (if any):** \_\_\_\_\_  
**Signature of person presenting report:** [Signature]

**Date:** 2-23-16  
**Date:** \_\_\_\_\_  
**Date:** 2-23-16