CMG

Disciplinary Report Form

Employee name: Felipe Rodriguez	Hire Date: 10/26/14	Job title: Production
Department: Shipping	Shift: 1st	Supervisor: Miguel Q

Offense track: __ Performance issue   X Work rule violation **Work rule violated, if any:**

Type of offense: X 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 X Other

7 absences - X Absenteeism
3 tardies - X Tardiness
2 NCNS - X Other

leaving at 2:30 from 1/20/15 - 2/13/15 is approved by Taylor, Angela & Miguel.

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.)

This is a final written warning, putting on a probationary period from 1/19/15 - 2/19/15. No call ins will be accepted. If calls in his assignment will be ended.

Completed by: Taylor Barbness	Date: 1/19/15

(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 Written warning	**Previous warnings:** Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: Final written warning - 12/5/14 Written warning - 11/14/14

Consequence if incident occurs again: Felipes assignment will be ended.

Human Resources Signature(s):	Date: 1/19/15

Employee statement: X 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: Felipe Rodriguez	Date: 1/19/15	Witness
signature (if any):	Date:	Signature of
person presenting report:	Date: 1/19/15	