



Disciplinary Report Form

Employee name: <div style="text-align: center;">Hellen Ocheng</div>	Hire Date: 3/11/2015	Job title: <div style="text-align: center;">Production</div>
Department: <div style="text-align: center;">Packaging</div>	Shift: 1st	Supervisor: Miguel Q.

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

X Tardiness

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.)

Hellen **has been tardy on 5 separate occasions, tardiness must improve immediately.**

Completed by: Katie Ritter	Date: 4/22/15
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(Shaded area to be completed by Human Resources only.)	
Progressive step: <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Written reprimand <input type="checkbox"/> Release <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof Written warning	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: <div style="text-align: center;">N/A</div>

Consequence if incident occurs again: Final written warning

Human Resources Signature(s): Katie Ritter	Date: 4/22/2015
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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: <u>Hellen Ocheng</u>	Date: <u>4/23/15</u>
Witness signature (if any): _____	Date: _____
Signature of person presenting report: <u>Katie Ritter</u>	Date: <u>4/23/15</u>