



Disciplinary Report Form

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|---------------------------------------|--------------------------|------------------------------|
| Employee name: <u>Jaqueline Cooke</u> | Hire Date: <u>7/7/14</u> | Job title: <u>Production</u> |
| Department: <u>icing</u> | Shift: <u>1st</u> | Supervisor: <u>Angela D.</u> |

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 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

X 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.)

Employee has missed 4 eight hour days within first six months of employment. This is her first written warning.

Completed by: Taylor Bassness Date: 8/1/14

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

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| Progressive step: <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Release <input type="checkbox"/> Written reprimand <input 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: |
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Consequence if incident occurs again:

Human Resources Signature(s): _____ Date: _____

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: Jaqueline Cooke Date: 8/1/14 Witness signature (if any): _____ Date: _____ Signature of person presenting report: _____ Date: 8/1/14