



Disciplinary Report Form

Employee name: Kimbony Nichols	Hire Date: 6/19/14	Job title: Production
Department: Wrapping	Shift: 3rd	Supervisor: Miguel Q

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

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.)

Kim has missed work on 5 separate occasions. This is a written warning.

Completed by: TAYLOR BARNES **Date:** 8/20/14

(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: _____

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: Kimbony Nichols **Date:** 08-21-14 **Witness signature (if any):** Jan B... **Date:** 08-21-14 **Signature of person presenting report:** Jan B... **Date:** 08-21-14

An employee who fails to notify CMG or a their supervisor and report to work as scheduled for (2) consecutive scheduled work days will be viewed as having abandoned their position and employment will be terminated. Incidents that result in not following the departmental notification procedures, including No-Call / No-Show, will be addressed in accordance with the Progressive Discipline policy.

IV PROGRESSIVE DISCIPLINE POLICY

Supervisors will monitor their employees' attendance on a regular basis and address unsatisfactory attendance in a timely and consistent manner.

Timely and regular attendance is a performance expectation of all CMG employees. Consequently, those employees who have exhibited unsatisfactory attendance which resulted in disciplinary action (written or final) during the course of the year may have the behavior documented in their evaluations.

Total # of Days Absent		
Consecutive or Non Consecutive	2 Days	Step 1: Verbal Warning
	4 Days	Step 2: Written Warning
	6 Days	Step 3: Final Written Warning
	8 Days	Step 4: Termination
Single Day – No call / No Show		
	1 Occurrence	Step 2: Written Warning
	2 Occurrences	Step 3: Termination
Tardiness		
	2 Occurrences	Step 1: Verbal Warning
	4 Occurrences	Step 2: Written Warning
	6 Occurrences	Step 3: Final Written Warning
	8 Occurrences	Step 4: Termination

** Orientation Period

CMG considers the orientation period to be (30) working days. If an employee has two occurrences within the orientation period, employment may be terminated.