



# Disciplinary Report Form

<b>Employee name:</b> Chan Vongkhamsa	<b>Hire Date:</b> 1/3/12	<b>Job title:</b> Production
<b>Department:</b> MV2	<b>Shift:</b> 1st	<b>Supervisor:</b> Isabel Martinez

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

**Type of offense:**  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

## Inappropriate behavior in the work place

**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.)  
Chan and 3 other employees were caught on cameras grabbing each other in inappropriate ways and disrupting the workplace. Also the Chan was away from her work station and slowing production down.

<b>Completed by:</b> <i>Kelsey Adickert</i>	<b>Date:</b> 7/17/13
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**(Shaded area to be completed by Human Resources only.)**

<b>Progressive step:</b> <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Release <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof	<b>Previous warnings:</b> Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:
X Verbal	

**Consequence if incident occurs again:**    **Possible written warning and/or assignment end**

<b>Human Resources Signature(s):</b> <i>Kelsey Adickert</i>	<b>Date:</b> 7/17/13
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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

<b>Employee signature:</b> <i>Chan Vongkhamsa</i>	<b>Date:</b> 7-17-13
<b>Witness signature (if any):</b> <i>Kelsey Adickert</i>	<b>Date:</b> 7-17-13
<b>Signature of person presenting report:</b> <i>Kelsey Adickert</i>	<b>Date:</b> 7-17-13

## Kelsey Sikkink

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**From:** Luz Suarez <luz@reichelfoods.com>  
**Sent:** Tuesday, July 16, 2013 1:56 PM  
**To:** Kelsey Sikkink; Hugh Fendry  
**Cc:** Kendra Adams; Karin Grzanek; Kristi Gorden; Lisa Campbell  
**Subject:** Inappropriate touching between employees  
**Attachments:** chan8.jpg; chan1.jpg; chan7.jpg; chan2.jpg; chan6.bmp; chan3.jpg; chan5.jpg; chan4.jpg

To All,

Today I received a complaint from an employee saying that they observed Chan Vongkhamsa inappropriately touching other female employees, the complaint was that she was touching them below the waste, this bothered another employee enough to inform me of her actions. I informed Kendra and we looked at the cameras for the time that this happened at, Between 10:48am-11:30am employees involved were Arlene White, Audryel Collins, Suad Abdallah. Suad was working in a zone 1 area, she should NOT have been in the finished product area. Audryel and Arlene are both working in the cartoner area. Chan is a GMP monitor therefore she should have been in the open product area monitoring employees to make sure they are following GMPs. Chan was distracting to employees in the cartoner area.

Chan8.jpg – Arlene grabbing her chest, while chan points out the camera.  
Chan1.jpg – chan was rubbing her body against another female employee (not named above)  
Chan7.jpg – chan grabbing Audryel  
Chan2.jpg – Arlene was rubbing up on Suad  
Chan6.bmp – chan rubbing her body on female employee (rotary cartoner area)  
Chan3.jpg – all 4 employees named above  
Chan5.jpg – chan with her arms around a Zone 1 area employee  
Chan4.jpg – all 4 employees named above

**Luz Suarez**

Quality Assurance Technician

Reichel Foods, Inc. | 3706 Enterprise Drive SW | Rochester, Minnesota 55902  
507-289-7264 Corporate Office

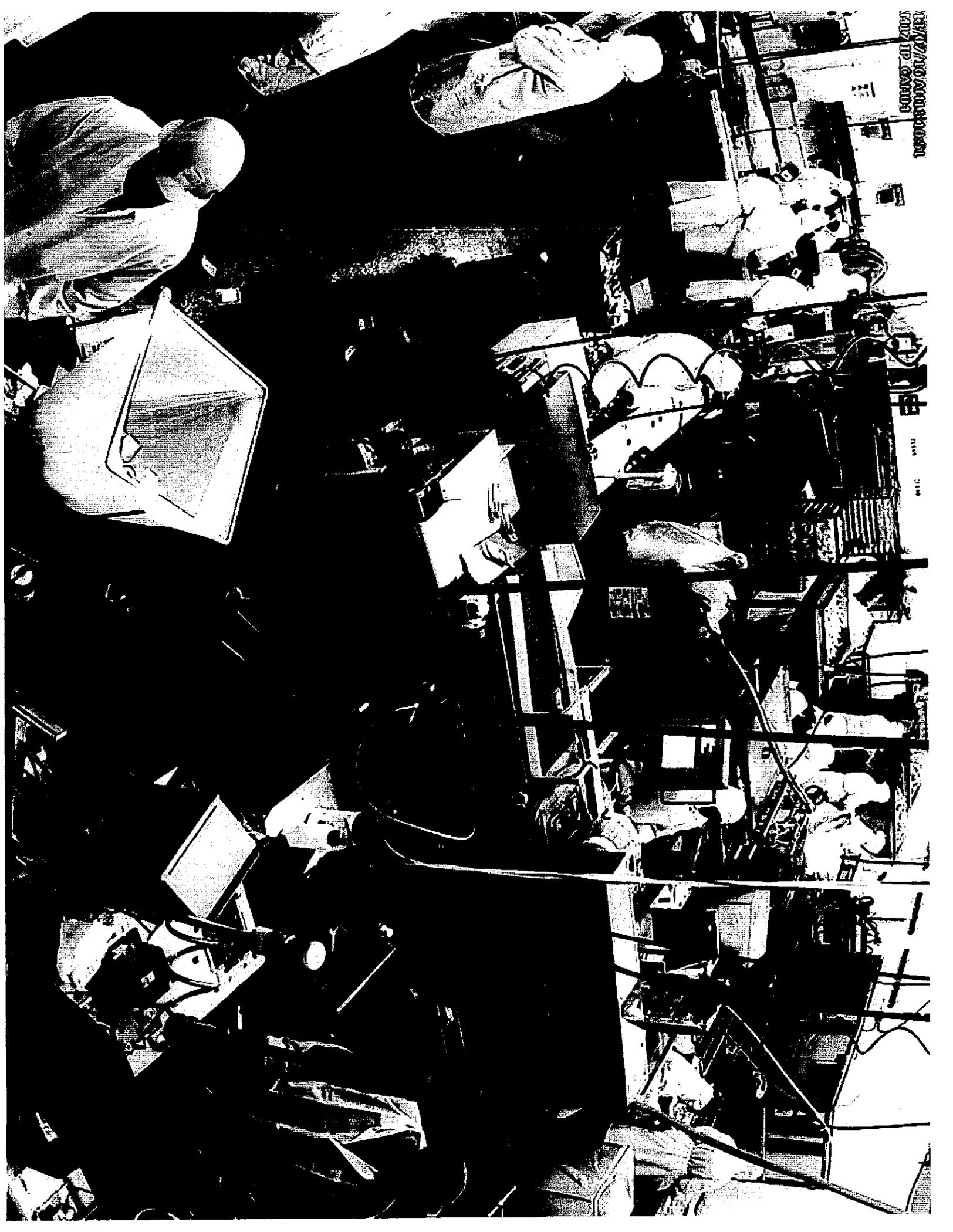
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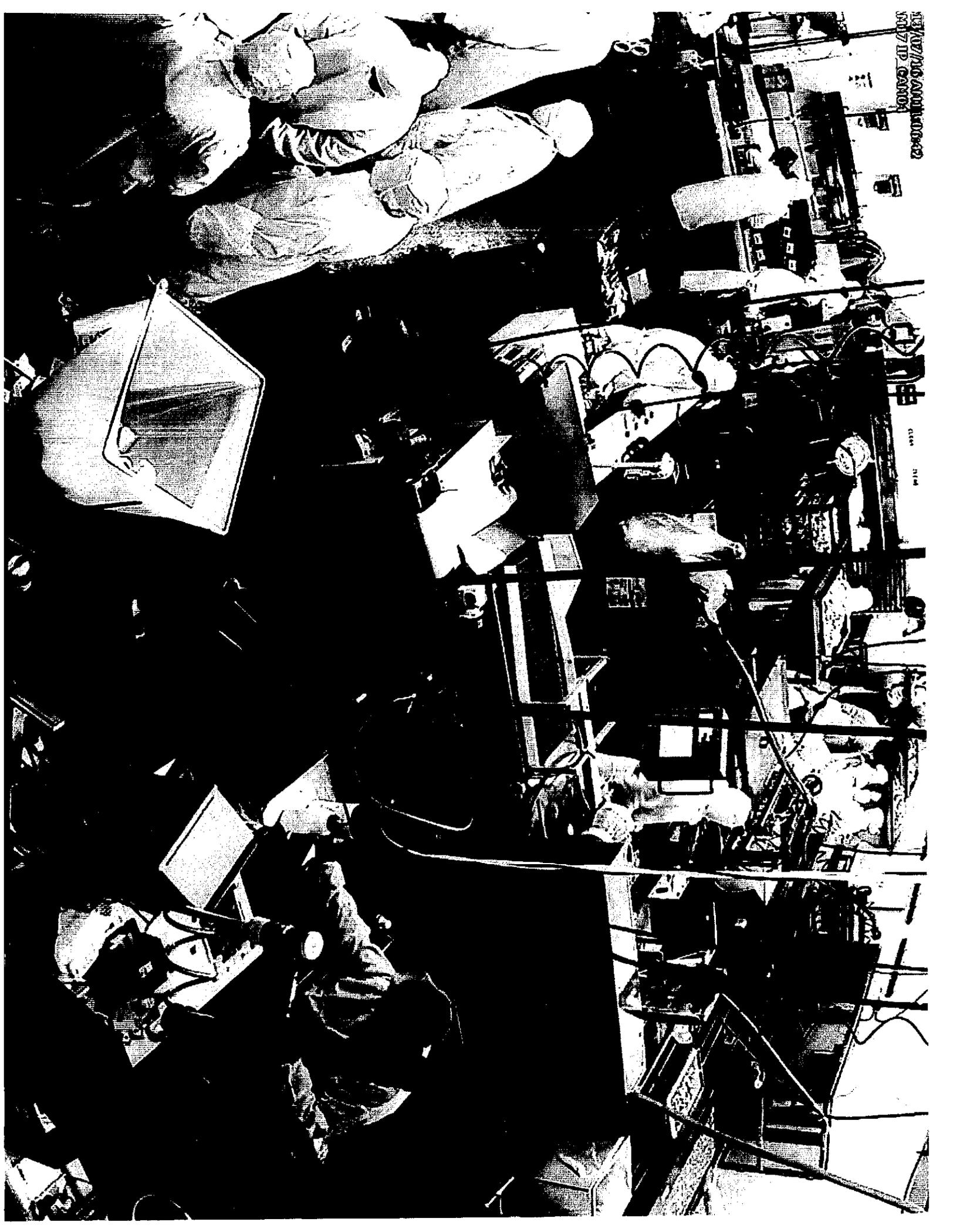
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