

# Disciplinary Report Form

<b>Employee name:</b> Channa Mak	<b>Hire Date:</b> 09/06/2012	<b>Job title:</b> Palletizer
<b>Department:</b> Production	<b>Shift:</b> 1st	<b>Supervisor:</b> Bunthy Douk

**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    Eating in undesignated areas    Smoking in undesignated areas    Posting items without permission    Spreading gossip    Using vulgar language    Horseplay    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    Threatening or creating conflict w/ coworkers

Indecent behavior  
 Disruption in the work place  
 Unsafe behavior

**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.)

**On 9/13/17 Channa was palletizing when another employee pushed empty boxes and cardboard over and it landed on Channa. Channa then went to the production room door and opened it and yelled at Visna Sam who pushed the cardboard/boxes over on her. After she went back to where the cardboard/boxes were and kicked them in the path where the forklift needs to go through. She left them and walked away. Another employee picked up the garbage and boxes. Channa should have spoken to her supervisor rather than kick the garbage and boxes/cardboard all over. This event caused disruption, unsafe behavior and inappropriate behavior in the workplace.**

<b>Completed by:</b> Kelsey Sikkink	<b>Date:</b> 09/14/2017
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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"/> Written reprimand <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:
<input checked="" type="checkbox"/> <b>Written warning</b>	

**Consequence if incident occurs again:**                      **Possible final and/or up to termination depending on situation**

<b>Human Resources Signature(s):</b> <i>Kelsey Sikkink</i>	<b>Date:</b> 09/14/2017
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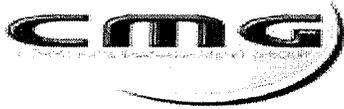
**Employee statement:**    I agree with the incident description above.    I disagree with the incident description above.   **Date report presented to employee:**

**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:** *[Signature]*                      **Date:** 9/14/17

**Witness signature (if any):** *Kelsey Sikkink*                      **Date:** 9/14/17



## Disciplinary Report Form

<b>Employee name:</b> <div style="text-align: center;">Visna Sam</div>	<b>Hire Date:</b> <div style="text-align: center;">01/10/2013</div>	<b>Job title:</b> <div style="text-align: center;">Machine Op</div>
<b>Department:</b> <div style="text-align: center;">Production</div>	<b>Shift:</b> 1st	<b>Supervisor:</b> <div style="text-align: center;">Bunthy Douk</div>

**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    Eating in undesignated areas    Smoking in undesignated areas    Posting items without permission    Spreading gossip    Using vulgar language    Horseplay    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    Threatening or creating conflict w/ coworkers

Indecent behavior  
 Disruption in the work place  
 Unsafe behavior

**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.)

**On 9/13/17 it was viewed that Visna brought out some boxes/cardboard from the production room and put on the pile with the rest of the boxes/cardboard. They were fine where they were but he kept pushing them until they fell and landed on Channa. Visna walked back in the room and did not make sure Channa was hurt or help pick up the mess. Visna should not be touching the cardboard/boxes since he is in a zone 1 position and should not be pushing boxes on anyone.**

<b>Completed by:</b> Kelsey Sikkink	<b>Date:</b> <div style="text-align: center;">09/14/2017</div>
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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"/> Written reprimand <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:
<input checked="" type="checkbox"/> <b>Written warning</b>	

**Consequence if incident occurs again:**                      **Possible final and/or up to termination depending on situation**

<b>Human Resources Signature(s):</b> <i>Kelsey Aditt</i>	<b>Date:</b> 09/14/2017
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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>Visna Sam</i>	<b>Date:</b> 9/14/17
<b>Witness signature (if any):</b> _____	<b>Date:</b> _____
<b>Signature of person presenting report:</b> <i>Kelsey Aditt</i>	<b>Date:</b> 9/14/17