Disciplinary Report Form

Employee name: Mike Huennekins	Employee number:	Job title: Production worker
Department: Orics Line	Shift: 3rd	Supervisor: Heng/Brittany

Offense track: __ Performance issue _X_ 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 Spreading gossip __ Using vulgar language __ 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

Creating conflict _X_
Rudeness & Disrespect to cowoker_X_

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.)

Hugh Fendry & Kelsey Sikkink from CMG HR Department met with Mike concerning a coworker reporting that Mike had been threatening him with comments like, "how many teeth do you want me to knock out tonight? "And "I ought to slap you upside the head" Jimmy also complained of Mike hitting the wall out of frustration in anger.
Mike admitted to this behavior and is being served with a "Last Change Notice". This behavior will not be tolerated.

Completed by: Hugh F. Fenry II HR Manager	Date: April 15, 2011

(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 "Last Change Notice"	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:

Consequence if incident occurs again: Next offence of this kind of behavior will be **"Termination"**

Human Resources Signature(s): Hugh F. Fenry II **Date:** April 15, 2011

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.)
Changed where I work and dont want to be near the Drama of the end of the Line any more

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: X Michael Huennekins **Date:** _____
Witness signature (if any): _____ **Date:** _____
Signature of person presenting report: _____ **Date:** _____