



# Disciplinary Report Form

<b>Employee name:</b> Doua Thao	<b>Hire Date:</b> 10/28/15	<b>Job title:</b> Shipping
<b>Department:</b> Production	<b>Shift:</b> 1st	<b>Supervisor:</b> Miguel Quintanilla

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

**Type of offense:** X Absenteeism \_\_\_ 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\_\_\_ Disruption in the work place \_\_\_ Threatening or creating conflict w/  
 coworkers

**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.)

**Doua has been absent 4 times, one NCNS, 2 days arrived late and one day went home early. Attendance must improve immediately and it is expected that Doua call in when he will be late or absent. He can call either CMG or his supervisor.**

<b>Completed by:</b> Taylor Barsness	<b>Date:</b> 12/8/15
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**(Shaded area to be completed by Human Resources only.)**

<b>Progressive step:</b> ___ Oral warning* ___ Suspension (unpaid) ___ Written reprimand ___ Release ___ Suspension (paid) *File apart <i>Verbal</i> <b>Final written warning</b>	<b>Previous warnings:</b> Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: N/A
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**Consequence if incident occurs again:** Assignment will be ended

<b>Human Resources Signature(s):</b> Taylor Barsness	<b>Date:</b> 12/8/15
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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> <u><i>Doua Thao</i></u>	<b>Date:</b> <u>12-9-15</u>
<b>Witness signature (if any):</b> <u><i>Jay Johnson</i></u>	<b>Date:</b> <u>12-9-15</u>
<b>Signature of person presenting report:</b> <u><i>[Signature]</i></u>	<b>Date:</b> <u>12-9-15</u>