



Disciplinary Report Form

Employee name: <i>Dylan Trisch</i>	Hire Date: <i>11.15.12</i>	Job title: <i>Production</i>
Department: <i>MV2</i>	Shift: <i>1st</i>	Supervisor: <i>Rick Nelson</i>

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

Failing to follow instructions
Poor work quality and quantity

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.)

Dylan was asked to put extra apples in the slotted tray at break time by the GMP monitor. Dylan became upset with Debbie/GMP Monitor, and didn't put on his personal protective equipment when he put extra apples in the slotted tray. As a result product was wasted and thrown away.

Completed by: <i>Kelsey Achleit</i>	Date: <i>3/7/13</i>
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(Shaded area to be completed by Human Resources only.)

Progressive steps: <input type="checkbox"/> Oral warning <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Release <input type="checkbox"/> Written reprimand <input type="checkbox"/> Discharge <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof <i>x written warning</i>	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:
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Consequence if incident occurs again:
A possible assignment end.

Human Resources Signature(s): <i>Debra Trisch</i>	Date: <i>3/7/13</i>
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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: *Dylan Trisch* Date: *3/8/12* Witness signature (if any): _____ Date: _____ Signature of person presenting report: _____ Date: _____

Kelsey Sikkink

From: Rick Nelson <Rick@reichelfoods.com>
Sent: Thursday, March 07, 2013 11:32 AM
To: Kelsey Sikkink; Lisa Campbell; Kristi Gorden; Hugh Fendry
Cc: Mike Schumacher; Alfonso Cerda
Subject: Dylan Finch

Kelsey, today Dylan was asked by Debbie, our gmp monitor, to put extra apples in the slotted tray at break time. He was upset with Debbie and didn't put on his ppe's. Apples were thrown away as a result.

When I talked to Dylan about this in my office he acknowledged it happened so I sent him home for the day and told him to wait for a call from CMG. Can you take care of the disciplinary action with him? Thanks in advance. Rick