



Disciplinary Report Form

Employee name: Gerson Lasala	Hire Date: 02/08/2016	Job title: Machine Op
Department: Production	Shift: 1st	Supervisor: 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 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

Indecent behavior
 Disruption in the workplace
 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 9/14/17 Gerson was approached by Yahya R who was upset because Gerson had not sent his line to break on time so Yahya could sanitize the room. Gerson slammed his knife on the table and continued to argue with Yahya. Gerson tried to put his arm around Yahya and lead him out of the room but Yahya refused to leave. Gerson continued to argue until the supervisor came to the room and brought Gerson to the office. Gerson was right to not go to break at the specified time and to empty the hopper and then go to break but when Yahya approached him he should have gone to his supervisor and reported the behavior and not engage in the altercation. In the future Gerson will need to report to his supervisor if there is an issue with a co-worker.

Completed by: Kelsey Sikkink	Date: 09/14/2017
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(Shaded area to be completed by Human Resources only.)

Progressive step: <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	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:
<input checked="" type="checkbox"/> Written <i>Verbal warning</i>	

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

Human Resources Signature(s): <i>Kelsey Sikkink</i>	Date: 09/14/17
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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: *Kelsey Sikkink* **Date:** 9/15/17