

Gerson Lasala



Employee name: Disciplinary Report Form	Hire Date: 2/8/16	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

Using property/equipment for personal use and incorrectly Violation of company policy

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.) The Rotary Operator on 2nd Shift witnessed the Almond Dispenser Air Hoses being switched around before 1st Shift goes home by the Rotary Operator from 1st Shift. Upon starting up the line the dispenser would dump too many almonds on the line. Soon as the operator saw that he went to see if the hoses that the Operator on 1st was switching around before leaving had anything to do with that and sure enough it fixed the issue with the large amount of almonds dropping. After speaking watching the video camera it was noticed Gerson had switched the hoses. Gerson was spoken to and admitted to switching the hoses to try and sabotage the 2nd shift MO. This does not only affect the 2nd shift MO but also everyone else that works at RF.

Completed by: Kelsey Sikkink	Date: 3/31/17
-------------------------------------	----------------------

(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"/> Final	

Consequence if incident occurs again: Assignment end

Human Resources Signature(s):	Date:
--------------------------------------	--------------

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:** 3/31/17

Witness signature (if any): [Signature] **Date:** 3/31/17

Signature of person presenting report: [Signature] **Date:** 3/31/17