



Disciplinary Report Form

Employee name: Josa Lara Cruz	Employee number: 110280	Job title: Production
Department: Orics 6	Shift: 1st	Supervisor: Isabel Martinez

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 ☐ Abusiveness ☐ Horseplay ☐ 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

☒ Rudeness ☒ Indecent behavior ☒ Disrespect

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.)

Please see attached

Completed by: <i>Kelsey Adickert</i>	Date: <i>4.7.11</i>
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(Shaded area to be completed by Human Resources only.)

Progressive step: * ☐ Suspension (unpaid) ☐ Release ☐ Written reprimand ☐ Discharge ☐ Suspension (paid) *File apart from personnel files and copies thereof	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: N/A
☒ Oral warning	

Consequence if incident occurs again: *Written warning will be issued*

Human Resources Signature(s): <i>[Signature]</i>	Date: <i>4/7/11</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: <i>Josa Lara Cruz</i>	Date: <i>4-7-11</i>
Witness signature (if any): <i>[Signature]</i>	Date: <i>4-7-11</i>
Signature of person presenting report: <i>[Signature]</i>	Date: <i>4-7-11</i>

Meeting with Jose Lara, Omar Sanchez, Patricia Santos, Isabel Martinez, Hugh Fendry and Kelsey Sikkink on 04/07/2011.

Issues were addressed with Isabel, Alfonso, and Riechel HR Department. Some of the issues with the Omar Sanchez, Patricia Santos, and Jose Lara were comments made, horseplay, and employees listed above being upset with one another. The employees were asked if there were any unresolved feelings and they all said no. All the employees were aware of the comments made and the horseplay. None of them wanted to pursue it any further.

Jose stated that he was very upset with Omar in regards to Omar making a remark about Jose's sister. Omar had called Patricia mom-n-law. That upset Jose. Jose stated to Isabel that he wanted to beat up Omar. Isabel redirected him and told him to settle down. Jose did not act on his feelings. Jose did ask Omar why he was always looking at Jose. Omar did not feel he was.

Omar did admit that his comments and his horseplay went too far and he apologized to Jose and Patricia. They both accepted his apology.

Jose and Patricia did apologize to Omar as well.

Isabel did make a comment regarding the relationship between her daughter, Ashley (she also works on line 1 under Isabel) and Omar. She told everyone that she is the Supervisor while at work and is there for everyone. Outside of work she is a mother. She acknowledges the relationship between Omar and Ashley but does not make it a concern at work. She told Jose, Patricia, and Omar she appreciates them all and told them they do great work.

The employees were all given Verbal warnings. The Verbal warnings were for Rudeness, Indecent behavior, and disrespect. The employees understood and signed them. A copy has been placed in their files.

When the meeting was done Jose and Omar shook hands and hugged one another.