Disciplinary Report Form

Employee name: Martin Jaques	Hire Date: 5/22/2017	Job title: Commissary
Department: Production	Shift: 1	Supervisor: Denise

Offense track: __ Performance issue _ 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

__X Absenteeism
_X_ Performance

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.)

Martin has been absent on several occasions and has been reminded of the attendance policy. He then called in again. His performance is not up to expectations either. No missed time will be excepted and his performance needs to be up to key by the end of the month otherwise he will be transferred to a different dept.

Completed by:	Date:

(Shaded area to be completed by Human Resources only.)

Progressive step: __ Oral warning* __ Suspension (unpaid) __ Written reprimand __Release __ Suspension (paid) **File apart from personnel files and copies thereof*	**Previous warnings:** Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:

Consequence if incident occurs again:

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: Martin Jaques **Date:** 9/19/17
Witness signature (if any): _____ **Date:** _____
Signature of person presenting report: Kandi **Date:** 9-19-17