



Disciplinary Report Form

Employee name: John Navarro	Hire Date: 04/18/14	Job title: Production
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Department: Shipping	Shift: 1st	Supervisor: Angela D.
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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

5 tardies, 2 call-ins, 1 no call no show

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.)

Completed by: Samantha Tovar	Date: 05/27/14
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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"/> Release <input type="checkbox"/> Written reprimand <input type="checkbox"/> Discharge <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:
XXXXXXXXXXXXXXXXXXXXXXXXXXXX	See 2nd page.

Consequence if incident occurs again: Termination

Human Resources Signature(s):	Date: 05/27/14
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Employee statement: I agree with the incident description above. I disagree with the incident description above. **Date reported presented to employee:**

Employee comments: (Attach sheets if necessary.)

X None

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.

X **Employee signature:** John Navarro **Date:** 5/27/14 **Witness signature (if any):** Samantha Tovar **Date:** 05/27/14 **Signature of person presenting report:** Samantha Tovar **Date:** 05/27/14

Disciplinary Report Form continued

Incident description (continued):

05/20/2014 05/20/2014 Arrived late

No 0.38 05/27/2014 Tovar, Samantha

05/17/2014 05/17/2014 Other

Employee did not contact CMG / Supervisor. No 8.00 05/22/2014 Tovar, Samantha

05/16/2014 05/16/2014 Left early

Employee stated girlfriend had a miscarriage. Yes 3.50 05/16/2014 Tovar, Samantha

05/13/2014 05/13/2014 Sick

Called me said he had the flu. No 8.00 05/13/2014 Tovar, Samantha

05/10/2014 05/10/2014 Arrived late

No 0.52 05/27/2014 Tovar, Samantha

05/09/2014 05/09/2014 Arrived late

No 0.85 05/27/2014 Tovar, Samantha

05/08/2014 05/08/2014 Sick

No 8.00 05/13/2014 Tovar, Samantha

05/06/2014 05/06/2014 Arrived late

No 0.84 05/27/2014 Tovar, Samantha

04/28/2014 04/28/2014 Arrived late

No 1.00 05/27/2014 Tovar, Samantha