CMG

Disciplinary Report Form

Employee name: Jordan Arepellet	Hire Date: 1-13-2016	Job title: Pretty Operator
Department: Production	Shift: 2nd	Supervisor: Mark L.

Offense track: __ Performance issue X Work rule violation **Work rule violated, if any:**

Type of offense: X 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

4 - Absences since Hire date

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.)

2-3-16: Sick
2-22-16: Car trouble
4-11-16: Called in
5-16-16: Stuck out of town

Completed by: Jill Eeckly **Date:** 5-23-16

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

Progressive step: __ Oral warning* __ Suspension (unpaid) __ Release X Written reprimand __ Discharge __ Suspension (paid) **File apart from personnel files and copies thereof*

Next - 2nd Written Warning

Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:

Verbal Warning 2-25-16

Consequence if incident occurs again: 2nd Written Warning / Possible Termination

Human Resources Signature(s): Jill Eeckly **Date:** 5-23-16

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: _____ **Date:** 05-24-16 **Witness signature (if any):** _____ **Date:** _____ **Signature of person presenting report:** _____ **Date:** _____