



Disciplinary Report Form

Employee name: Mohamed Garad	Hire Date: 8-29-2016	Job title: SANITATION
Department: Production	Shift: 1 ST	Supervisor: DEMARIO

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

Absenteeism

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.)

Mohamed was spoken to about attendance last week. He called in to his shift again. Time management needs to improve immediately.

Completed by: Kate Ritter

Date: 9/12/2016

(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:

Written

Verbal

Consequence if incident occurs again:

Final

Human Resources Signature(s): Kate Ritter

Date: 9-12-2016

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: Mohamed Garad
Witness signature (if any): [Signature]
Signature of person presenting report: [Signature]

Date: 9/14/16
Date: [Date]
Date: 9-14-16