# Disciplinary Report Form

| Employee name: Nyidoma Ulel | Hire Date: 6/12/18 | Job title: Food Production |
|---|---|---|
| Department: Production | Shift: 2nd | Supervisor: Jeff Ramaker |

**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

**_X_Creating conflict w/ coworkers**

**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.)

On 3/29/19 Nyidoma was making derogatory statements to a co-worker. The co-worker grabbed a chair and started to walk towards Nyidoma. She was stopped by 3 co-workers. Nyidoma will refrain from making rude and unprofessional comments to her co-workers. If this occurs again it will result in a final and/or assignment end. This situation was investigated and brought to our attention by 6 witness of Nyidoma's comments.

**Completed by:** Kelsey Ashlee **Date:** 3/9/19

**(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*

**_X_ Written**

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

**Consequence if incident occurs again:**

**Possible Final and/or Assignment end**

**Human Resources Signature(s):** Kelsey Ashlee **Date** 4/9/19

**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:** _____

**Witness signature (if any):** _____ **Date:** _____

**Signature of person presenting report:** Kelsey Ashlee **Date:** 4/9/19