



# Disciplinary Report Form

<b>Employee name:</b> Hellen Ocheng	<b>Hire Date:</b> 8/25/2015	<b>Job title:</b> Packaging
<b>Department:</b> Production	<b>Shift:</b> 1st	<b>Supervisor:</b> Miguel Q.

**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

**X\_ Performance issue**

**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.)

**Hellen needs to improve her work performance and follow all safety protocol, she has been spoken to by Joy on several separate occasions on her performance. A few incidents have been not checking the metal detector before running product through, not keeping up on packaging product fully before it gets sealed. Work performance needs to improve immediately**

<b>Completed by:</b> Kate Ritter	<b>Date:</b> 12-2-2015
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**(Shaded area to be completed by Human Resources only.)**

<b>Progressive step:</b> <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Written reprimand <input type="checkbox"/> Release <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof	<b>Previous warnings:</b> Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:
<b>Written Warning</b>	Verbal Warning

**Consequence if incident occurs again: Final Warning**

<b>Human Resources Signature(s):</b> Kate Ritter <i>Hellen Ocheng</i>	<b>Date:</b> 12-2-2015
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**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.

<b>Employee signature:</b> <i>Hellen Ocheng</i>	<b>Date:</b> 12-2-15
<b>Witness signature (if any):</b> _____	<b>Date:</b> _____
<b>Signature of person presenting report:</b> _____	<b>Date:</b> _____