



### Disciplinary Report Form

Employee name: <i>Omar Sanchez</i>	Hire Date: <i>10/3/10</i>	Job title: <i>Machine Op.</i>
Department: <i>Oris 6</i>	Shift: <i>1st</i>	Supervisor: <i>Isabel Martinez</i>

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

*x disrespect coworkers*  
*x not following GMP Procedure*  
*x using vulgar language*

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.)

*See attached email from KA on 2.22.13.*

Completed by: <i>Kelsey Adelstein</i>	Date: <i>2.25.13</i>
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(Should be completed by Human Resources only.)

Proposed action: <input type="checkbox"/> Oral warning <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Release <input type="checkbox"/> Worker reprimand <input type="checkbox"/> Discharge <input type="checkbox"/> Suspension (paid) <input type="checkbox"/> <i>Other</i> (specify from personnel file and copies thereof)  <i>x written</i>	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: 
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Comments (if incident occurs again):  
*Let Omar know a possible assignment and*

Human Resources Signature(s):	Date:
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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.

Employee signature: *Omar Sanchez*    Date: *02.25.13*    Witness signature (if any): \_\_\_\_\_    Date: \_\_\_\_\_    Signature of person presenting report: \_\_\_\_\_    Date: \_\_\_\_\_

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Meeting:  
Tumblr

## Kelsey Sikkink

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**From:** Kristi Gorden <Kristi@reichelfoods.com>  
**Sent:** Friday, February 22, 2013 3:26 PM  
**To:** Kelsey Sikkink  
**Cc:** Hugh Fendry; Lisa Campbell; Mike Schumacher; Rick Nelson  
**Subject:** RE: Omar Sanchez

If you could contact him Sunday afternoon that would be great. He is not aware of this.

*Thank you,*

*Kristi Gorden  
Reichel Foods, Inc.  
Human Resources Director  
(507) 289-7264  
[Kristi@reichelfoods.com](mailto:Kristi@reichelfoods.com)*

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**From:** Kelsey Sikkink [<mailto:Kelsey@corpmgmtgroup.com>]  
**Sent:** Friday, February 22, 2013 3:25 PM  
**To:** Kristi Gorden  
**Cc:** Hugh Fendry; Lisa Campbell; Mike Schumacher; Rick Nelson  
**Subject:** Re: Omar Sanchez

Sounds good. Is Omar aware of his suspension or do we need to contact him?  
Thank you

Kelsey Sikkink  
CMG Office Manager

On Feb 22, 2013, at 3:24 PM, "Kristi Gorden" <[Kristi@reichelfoods.com](mailto:Kristi@reichelfoods.com)> wrote:

Kelsey and Hugh,

Mike and I have discussed the situation with Omar and feel he should be suspended for the two incidents below. He can work Saturday and Sunday but we'd like him suspended on Monday and Tuesday so Rick is prepared for it. Please call with questions.

*Thank you,*

*Kristi Gorden  
Reichel Foods, Inc.  
Human Resources Director  
(507) 289-7264  
[Kristi@reichelfoods.com](mailto:Kristi@reichelfoods.com)*

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**From:** Rick Nelson  
**Sent:** Friday, February 22, 2013 1:55 PM  
**To:** Kelsey Sikkink; Hugh Fendry  
**Cc:** Lisa Campbell; Kristi Gorden