



Disciplinary Report Form

Employee name: <u>Ariet Othow</u>	Hire Date:	Job title: <u>packout</u>
Department: <u>IQF</u>	Shift: <u>1st</u>	Supervisor: <u>Dale Sennire</u>
Offense track: <input type="checkbox"/> Performance Issue <input checked="" type="checkbox"/> Work rule violation Work rule violated, if any:		

Type of offense: Absenteeism 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

Tardiness after breaks
possible theft of company time.

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.)

It has been reported to me twice by lead on IQF line that Ariet was taking 30 minute lunch breaks.

Completed by: <u>Renee Burns</u>	Date:
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(Shaded area to be completed by Human Resources only.)

Progressive step: <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Release <input checked="" type="checkbox"/> Written reprimand <input type="checkbox"/> Discharge <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof	Previous warnings: Type: Offense: Date: Type: Offense: Date: <u>4/15/15 Willie Klenk (Lead) Spoke w/ Ariet</u>
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Consequence if incident occurs again: If it happens again ariet will be docked pay and possibly terminate

Human Resources Signature(s): <u>Renee Burns</u>	Date: <u>4/16/15</u>
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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.)
Yes I have been late a few times. I have taken 5 mins here or break. only today or one other time it held 30 min

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 Grievance Complaint Form.

Employee signature: <u>Ariet Othow</u>	Date: <u>4/16/2015</u>	Witness signature: _____	Date: _____
signature (if any): _____	Date: _____	Signature of person presenting report: _____	Date: _____