



Disciplinary Report Form

Employee name: Patricia Santos Cruz	Employee number: 108527	Job title: Production
Department: Orics 6	Shift: 1st	Supervisor: Isabel Martinez

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 ___ Abusiveness ___ Horseplay ___ 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 Rudeness **X** Indecent behavior **X** Disrespect

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.)

Please see attached

Completed by: <i>Kelsey Adelkind</i>	Date: <i>4.7.11</i>
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(Shaded area to be completed by Human Resources only.)

Progressive step: * ___ Suspension (unpaid) ___ Release ___ Written reprimand ___ Discharge ___ Suspension (paid) *File apart from personnel files and copies thereof	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: N/A
<u>X</u> Oral warning	

Consequence if incident occurs again: *Written warning will be issued*

Human Resources Signature(s): <i>[Signature]</i>	Date: <i>4/7/11</i>
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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: <i>Patricia Cruz Santos</i>	Date: <i>04/07/11</i>
Witness signature (if any): <i>[Signature]</i>	Date: <i>4/6/11</i>
Signature of person presenting report: <i>[Signature]</i>	Date: _____

Meeting with Jose Lara, Omar Sanchez, Patricia Santos, Isabel Martinez, Hugh Fendry and Kelsey Sikkink on 04/07/2011.

Issues were addressed with Isabel, Alfonso, and Riechel HR Department. Some of the issues with the Omar Sanchez, Patricia Santos, and Jose Lara were comments made, horseplay, and employees listed above being upset with one another. The employees were asked if there were any unresolved feelings and they all said no. All the employees were aware of the comments made and the horseplay. None of them wanted to pursue it any further.

Jose stated that he was very upset with Omar in regards to Omar making a remark about Jose's sister. Omar had called Patricia mom-n-law. That upset Jose. Jose stated to Isabel that he wanted to beat up Omar. Isabel redirected him and told him to settle down. Jose did not act on his feelings. Jose did ask Omar why he was always looking at Jose. Omar did not feel he was.

Omar did admit that his comments and his horseplay went too far and he apologized to Jose and Patricia. They both accepted his apology.

Jose and Patricia did apologize to Omar as well.

Isabel did make a comment regarding the relationship between her daughter, Ashley (she also works on line 1 under Isabel) and Omar. She told everyone that she is the Supervisor while at work and is there for everyone. Outside of work she is a mother. She acknowledges the relationship between Omar and Ashley but does not make it a concern at work. She told Jose, Patricia, and Omar she appreciates them all and told them they do great work.

The employees were all given Verbal warnings. The Verbal warnings were for Rudeness, Indecent behavior, and disrespect. The employees understood and signed them. A copy has been placed in their files.

When the meeting was done Jose and Omar shook hands and hugged one another.