Disciplinary Report Form

Employee name: Paul Weatherspoon	**Hire Date: 8/06/2015**	**Job title: Production**
Department: Bakery - Ovens	**Shift:** 2nd	**Supervisor: Miguel Quintanilla**

Offense track: X__ 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 _X_ Failing to follow instructions __ Poor work quality X_ Poor work quantity __ Refusing to work __ Sleeping on the job __ Poor hygiene __ Poor housekeeping _X_ Disregarding dress code __ Other__ Disruption in the work place ___ Threatening or creating conflict w/ coworkers

X_ Failing to follow instructions
X_ Poor work quantity
X_ Disregarding dress code

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.)

Paul has been approached several times on staying busy while being on the clock. Paul walks away from work and has been seen leaning on cabinets. Paul also failed to follow PPE dress code and was seen not wearing slip resistant shoes. This is a final warning, Paul's work performance must improve immediately.

Completed by: Katie Ritter	**Date: 9/18/2015**

(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* **Final Warning**	**Previous warnings:** Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: Written Warning

Consequence if incident occurs again:

Human Resources Signature(s): Katie Ritter	**Date: 9/18/2015**

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:** 09/23/2015
Witness signature (if any): _____ **Date:** _____
Signature of person presenting report: _____ **Date:** 09-21-15