



Disciplinary Report Form

Employee name: <u>Stephan Porter</u>	Hire Date: <u>12/9/15</u>	Job title: <u>Sanitation</u>
Department: <u>Ste Sanitation</u>	Shift: <u>3rd</u>	Supervisor: <u>Tim Holt</u>

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

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.)

only put 2007 felony and not earlier convictions on background.

Completed by: Renee Burns Date: 2/9/16

(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: Type: Offense: Date: <u>None</u>
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Consequence if incident occurs again: Possibly termination

Human Resources Signature(s): Renee Burns Date:

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.)

Wasn't trying to hide anything just put down the most recent conviction

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: Stephan Porter Date: 2-9-16 Witness signature (if any): _____ Date: _____ Signature of person presenting report: _____ Date: _____



"your workforce management & staffing experts"

Criminal Background Check Acknowledgement

Part of the selection process at Corporate Management Group includes a background check. The background check includes the applicant's criminal history. As part of this interview, we ask if the applicant has been convicted of any crime. Whether or not an applicant has been convicted of a crime does not determine applicant's eligibility for this position.

Applicant Name: Stephen Porter Date of Interview: 12-8-15
Recruiter Name: Renee

Have you ever been convicted of any crime, felony, misdemeanor, not including expunged records?

Yes No

Is yes, when, where and what was the nature of this offense.

Jan 2007 Poss of controll substance - felony

You will not be denied employment solely because you answer "Yes" above or because you have been convicted of a crime, felony or misdemeanor. The company considers many individualized factors in evaluating a job candidate, including but not limited to, with respect to criminal history, the nature and date of any offense, the surrounding circumstances, and the nature of the position for which you apply.

By my signature below, I certify that the information provided above is true and complete that I have discussed the above with my interviewer as disclosed. I understand and agree that any misrepresentation by me will be sufficient cause to eliminate me from consideration for employment and/or terminate employment at any time if I have been employed.

Applicant Signature: Stephen Porter Date: 12-8-15

HR Manager Signature: _____ Eligible: ___ Ineligible: ___ Date: _____