



Disciplinary Report Form

Employee name: Rothmonee Pon	Hire Date: 12/29/08	Job title: Food Production
Department: Production	Shift: 1st	Supervisor: Bunthy Douk

Offense track: 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 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

- Disruption in the work place
- Creating conflict w/ coworkers

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.)

On 10/27/17, Gerson L was using the mirror getting ready in the breakroom when Rothmonee P came in and budged in front of him and saying it was her mirror. Espranza D explained to her that it was the companies mirror and belongs to everyone. RP came back asked ED if she wanted to fight. ED walked away but RP continued to make comments even after other employees tried to settle her down. ED did not appreciate the way RP spoke to her. This is disrespectful to RP co-workers and ED. It also creates conflict and disruption in the work place. RP will conduct herself in a professional manner and treat her co-workers with respect. She will also share company property with her co-workers.

Completed by: Kelsey Sikkink	Date: 10/30/17
-------------------------------------	-----------------------

(Shaded area to be completed by Human Resources only.)

<p>Progressive step: <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Written reprimand <input type="checkbox"/> Release <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof</p> <p><input checked="" type="checkbox"/> Written Warning</p>	<p>Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:</p> <p>Verbal-8/21/17, Verbal-6/27/17, Coaching 11/10/16, Verbal-5/4/16, Coaching-4/20/16</p>
--	---

Consequence if incident occurs again:
Further infractions will result in a final or up to termination depending on the situation.

Human Resources Signature(s):	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.)

[Handwritten signature and date 10/30/17]

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: *[Handwritten signature]* **Date:** 10-30-17