



Disciplinary Report Form

Employee name: Rajendra Balraj	Hire Date: 12/22/2015	Job title: 1 st shift Sanitation
Department: Sanitation	Shift: 1st	Supervisor: Kossi Attiso

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 Threatening or creating conflict w/ coworkers

**Poor work quality
Refusing to work
Taking Long breaks and Lunch
Tardiness**

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.)

Rajendra is having performance issues on coming to work on time. He is spending too much time taking long breaks and lunch. Rajendra's work quality and performance needs to improve immediately.

Completed by: Jeymi Campos	Date: 08/15/2018
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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"/> Written reprimand <input type="checkbox"/> Release <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof <i>Written</i> Final Warning	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: Verbal Warning
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Consequence if incident occurs again: **Termination**

Human Resources Signature(s): Jeymi Campos	Date 08/15/2018
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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>Rajendra Balraj</i> Witness signature (if any): <i>Kossi Attiso</i> Signature of person presenting report: <i>Jeymi Campos</i>	Date: <i>8/15/18</i> Date: <i>08/15/18</i> Date: <i>08/15/2018</i>
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