Disciplinary Report Form

Employee name: Richard Morrison	Hire Date: 10/04/17	Job title: Warehouse Tech
Department: DC	Shift: 2nd	Supervisor: Benn Grenz

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 __ 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

_X_ Theft or fraud

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.)

After the supervisor noticed his papers out of place on his desk and missing items from a drawer on 1/3/18 he reviewed the cameras and found Richard Morrison taking a break in the supervisor's office on 1/2/18 in the evening (he was notified this was not where he should be taking breaks a week prior) and rummaging through both supervisor's desks. He was also seen stealing Benn's property from of his drawers.

Completed by: Kelsey Sikkink **Date:** 1/3/18

(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*

_X_ Termination

Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:

Consequence if incident occurs again: n/a

Human Resources Signature(s): [signature] **Date** 1/3/18

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.

X **Employee signature:** [signature] **Date:** 1-3-18

Witness signature (if any): _____ **Date:** _____

Signature of person presenting report: [signature] **Date:** 1/3/18