Disciplinary Report Form

Employee name: Rodolfo Maldonado	Hire Date: 10/2/17	Job title: Production
Department: Production	Shift: 1st	Supervisor: Bunthy Douk

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 _ __ 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

__X_ Threatening or creating conflict w/ coworkers
_X_ Disruption in the work place
_X_ Using vulgar language

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 reviewing cameras and speaking to witness it was said that Roldolfo did say "bitch" and "I will kill you" to Aysha Ead. This is inappropriate behavior and is threatening to his co-workers

Completed by: **Kelsey Sikkink**	Date: 12/28/17

(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_ Written**	**Previous warnings:** Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:

Consequence if incident occurs again:
Possible final and/or up to assignment end

Human Resources Signature(s): Kelsey Sikkink	Date 12/28/17

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:** 12-28-17
Witness signature (if any): _____ **Date:** _____
Signature of person presenting report: Kelsey Sikkink **Date:** 12/28/17