



# Disciplinary Report Form

<b>Employee name:</b> Rothmonee Pon	<b>Hire Date:</b> 12/29/08	<b>Job title:</b> Production
<b>Department:</b> Production	<b>Shift:</b> 1st	<b>Supervisor:</b> 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  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 Disruption in the work place**

**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 Rothmonee did make a rude comment to Sytha Giles about being poor and no money. She has been told to avoid Sytha and maintain a respectful workplace but insisted on making a rude comment to a co-worker about Sytha. This behavior is not tolerated in the workplace and Rothmonee will need to meet her job expectations or future disc will result.**

<b>Completed by:</b> <b>Kelsey Sikkink</b>	<b>Date:</b> 12/28/17
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**(Shaded area to be completed by Human Resources only.)**

<b>Progressive step:</b> <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	<b>Previous warnings:</b> Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: Written 12/12/17, Verbal 8/18/17, Coaching 11/10/16, Coaching 6/27/17
<b><u>X</u> Final</b>	

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

<b>Human Resources Signature(s):</b> <i>Kelsey Sikkink</i>	<b>Date:</b> 12/28/17
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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.

<b>Employee signature:</b> <i>Rothmonee Pon</i>	<b>Date:</b> 12/28/17
<b>Witness signature (if any):</b>	<b>Date:</b>
<b>Signature of person presenting report:</b> <i>Kelsey Sikkink</i>	<b>Date:</b> 12/28/17