



# Disciplinary Report Form

Employee name: <b>Sam Xiong</b>	Hire Date: <b>12/2/2016</b>	Job title: <b>Bench</b>
Department: <b>Production</b>	Shift: <b>1<sup>st</sup> Shift</b>	Supervisor: <b>Curt</b>

**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

X\_ Absenteeism \_\_\_X 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.)

**Sam has been tardy and absent on several occasion. Attendance and time management needs to improve immediately.**

Completed by: <b>Kate Ritter</b>	Date: <b>1/24/2017</b>
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**(Shaded area to be completed by Human Resources only.)**

<b>Progressive step:</b> ___ Oral warning* ___ Suspension (unpaid) ___ Written reprimand ___ Release ___ Suspension (paid) *File apart from personnel files and copies thereof	<b>Previous warnings:</b> Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:  Verbal
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**Consequence if incident occurs again: Term**

Human Resources Signature(s): <b>Kate Ritter</b>	Date: <b>1/24/2017</b>
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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:** Sam Xiong  
**Witness signature (if any):** \_\_\_\_\_  
**Signature of person presenting report:** [Signature]

Date: 1-25-2016  
Date: \_\_\_\_\_  
Date: 1-25-16