



Disciplinary Report Form

Employee name: Norris Luogon	Hire Date: 1/5/2016	Job title: Shipping
Department: Production	Shift: 1st	Supervisor: Miguel Quintanilla

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

Work Quality

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.)

Norris has been spoken to on performance and speed. His performance has not improved and he is now becoming impolite towards co-workers. Performance and attitude needs to improve immediately.

Completed by: Kate Ritter	Date: 02/05/2016
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(Shaded area to be completed by Human Resources only.)

<p>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</p> <p>Final Written Warning</p>	<p>Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:</p> <p>Verbal Warning and written warning</p>
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Consequence if incident occurs again:
Assignment will be ended

Human Resources Signature(s): Kate Ritter	Date: 02/05/2016
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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:	Date: 2-5-16
Witness signature (if any):	Date: 2-5-16
Signature of person presenting report:	Date: 2-5-16