



Disciplinary Report Form

Employee name: Su Hlaing	Hire Date: 11/11/2015	Job title: Commissary
Department: Production	Shift: 2nd	Supervisor: Chris

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

Absenteeism

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.)

Su has been absent on 4 separate occasions. Attendance needs to improve immediately.

Completed by: Kate Ritter

Date:
02/23/2016

(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

Written Warning

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

Verbal Warning

Consequence if incident occurs again:

Final Warning

Human Resources Signature(s): Kate Ritter

Date: 02/23/2016

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: Su Hlaing

Witness signature (if any): _____

Signature of person presenting report: [Signature]

Date: _____

Date: _____

Date: 2-23-16