



Disciplinary Report Form

Employee name: Sytha Giles	Hire Date: 3/5/14	Job title: Op Checker
Department: Production	Shift: 1st	Supervisor: 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 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 Threatening or creating conflict w/ coworkers

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 both witness's Sytha Giles was leaning on the machine joking around with the line lead. This is the same area that Rothmonee Pon works. Rothmonee Pon overheard the conversation with Sytha and her co-worker and thought it was about her. Rothmonee Pon then started joking with her co-worker stating "no money, no work". Sytha did not know this was about her but still reported it to the supervisor. After speaking to Rothmonee she was referenceing Sytha because she thought Sytha was speaking of her. Both have been warning regarding staying away from one another. Sytha will go to the rooms and do her checks and not stand around in the area Rothmonee is joking around. This is creating disruption in the workplace and Sytha will need to do her job duties and avoid being around Rothmonee. If this continues further disciplinary action will occur.

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

Verbal

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

Written 12/12/17

Consequence if incident occurs again:

Possible written and/or up to assignment end

Human Resources Signature(s):

Date

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: _____
Witness signature (if any): _____
Signature of person presenting report: *Sytha Giles*

Date: _____
Date: 12/28/17