



# Disciplinary Report Form

<b>Employee name:</b> <i>Tom Mitchell</i>	<b>Hire Date:</b> <i>7-18-12</i>	<b>Job title:</b> <i>Production</i>
<b>Department:</b> <i>MVA</i>	<b>Shift:</b> <i>2nd</i>	<b>Supervisor:</b> <i>Berg Smack</i>

**Offense track:**  Performance issue     Work rule violation **Work rule violated, if any:**

**Type of offense:**  Absenteeism  Tardiness  Leaving work area without permission  Misuse of property/equipment  Damaging/Losing 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  Fighting or creating conflict  Spreading gossip  Using vulgar language  Rudeness  Abusiveness  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 Insubordination*

**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.)

*Tom continues to leave his assigned work area to try and talk to K.A. Tom continues to be disruptive at work even after previous warnings were given.*

**Completed by:** *Kelsey Adkkel*      **Date:** *4/2/13*

*(Check all that apply. Initialed by Human Resources only.)*

<input type="checkbox"/> Probation <input type="checkbox"/> Release <input type="checkbox"/> Written reprimand <input type="checkbox"/> Discharge <input type="checkbox"/> Suspension (paid) <input type="checkbox"/> File apart from personnel files and copies thereof	<input type="checkbox"/> Oral warning <input type="checkbox"/> Suspension (unpaid)	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: <i>x final on 12/28/12</i> <i>x written on 3/29/13</i> <i>x Talking and disruptive in the work place 3/11/13</i> <i>x Disruptive a computer, internet, disruptive behavior 3/2/13</i>
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*x Discharge/Termination*

**Continuation of incident occurs again:** *no*

**Human Resources Signature:** *Debra Jendry*      **Date:** *4/2/13*

**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.)

*I did talk to her but only to tell her that I could not talk during work.*

**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:** *Thomas B. Mitchell*      **Date:** *4/2/13*      **Witness signature (if any):** \_\_\_\_\_      **Signature of person presenting report:** \_\_\_\_\_      **Date:** \_\_\_\_\_



# Disciplinary Report Form

<b>Employee name:</b> Tom Mitchell	<b>Employee number:</b>	<b>Job title:</b> Production worker
<b>Department:</b> Production	<b>Shift:</b> 2 <sup>nd</sup>	<b>Supervisor:</b> Heng Somark

**Offense track:** \_\_\_ Performance issue      X 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** X

**Threatening or creating conflict w/ coworkers** X

**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.)

See attachments from supervisors

**Constantly leaving work station and talking and disrupting workplace**

**Completed by:** Hugh F. Fendry II      **Date:** March 29, 2013

**(Shaded area to be completed by Human Resources only.)**

<b>Progressive step:</b> ___ Oral warning* ___ Suspension (unpaid) ___ Release ___ Suspension (paid) *File apart from personnel files and copies thereof	<b>Previous warnings:</b> Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:
Written reprimand <u>X</u>	12/28/12 Final notice conflict w/ coworker 03/08/13 Talking and disruption in the work place 03/02/13 Threatening a coworker, rudeness & disrespect w coworker

**Consequence if incident occurs again:** Termination

**Human Resources Signature(s):** *Hugh F. Fendry II*      **Date:** March 29, 2013

**Employee statement:** X 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.)

*On 3/2/13, the comments made to Jayson were a joke that I stated I was kidding immediately after.*

**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:** *Thomas S. Abdel*      **Date:** *3/29/13*

**Witness signature (if any):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of person presenting report:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# Reichel Foods, Inc. Employee Warning Notice

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### Employee Information

Date: 12-28-12  
Employee Name: Tom Mitchell  
Job Title: Supply  
Manager/Supervisor: [Signature]

### Type of Warning

- Verbal Warning
- Written Warning
- Final Warning

### Type of Offense

- Tardiness/Leaving Early
- Absenteeism
- Violation of Company Policies
- Substandard Work
- Violation of Safety Rules
- Rudeness to Customers/Coworkers
- Other

### Details

Description of Incident (Describe incident and list the date, time, and any witnesses present) \*

today 12-28-12 at 9:00 p.m. Peter Cune and Steve [unclear] Tom  
Sawyer to Khadija Aboukari at her house  
of them when they said Tom says to ask [unclear]  
She ignored Tom and he got mad and swore to her.

Plan for Improvement:

make sure you don't bring any type of personal relationship to the work place don't talking to her anymore it's not work related.

Consequences of Further Infractions:

If that still happening we have to let you (Tom) go.

### Acknowledgment of Receipt of Warning

By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager/supervisor have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

[Signature] Employee Signature 12/28/12 Date

[Signature] Manager/Supervisor 12/28/12 Date

[Signature] Witness Signature (If employee understands warning but refuses to sign) 12-28-12 Date