

# Disciplinary Report Form



Employee name: Charles Toy	Hire Date: 10-20-2014	Job title: Sanitation
Department: Sanitation	Shift: 3rd	Supervisor: Tim Hoff

Offense track:  Performance issue  Work rule violation  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  Smoking in undesignated areas  Eating 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

Missed 4 days of work

Incident description: (Describe actions, behavior, or incident; date(s); time(s); place(s); witness(es) and his/her observations; impact(s) or 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.)  
 12-8-14 state other  
 1-19-15 sick  
 2-8-15 other  
 2-9-15 sick

Completed by: Jenny Missell  
 Date: 02-17-2015

(Shaded area to be completed by Human Resources only.)  
 Progressive step:  Oral warning  Suspension (unpaid)  Written reprimand  Discharge  Suspension (paid)  Release  \*File apart from personnel files and copies thereof  
 Date: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: Type: Offense:

Consequence if incident occurs again:  
 possible termination

Human Resources Signature(s):  
 Date:

Employee statement:  I agree with the incident description above.  I disagree with the incident description above. Date  
 Employee comments: (Attach sheets if necessary.)

Employee acknowledges 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: *[Signature]*  
 Date: 2-17-15  
 Signature of witness: *[Signature]*  
 Date: 2-17-15  
 Person presenting report: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Signature of \_\_\_\_\_  
 Date: \_\_\_\_\_

Charles Toy



Your workforce management & scheduling partner

Corporate Management Group Attendance Policy -- Huisken Means

**POLICY**

Timely and regular attendance is an expectation of performance for all Corporate Management Group (CMG) employees. To ensure adequate staffing, positive employee morale, and to meet expected productivity standards throughout our client sites, employees will be held accountable for adhering to their workplace schedule. In the event an employee is unable to meet this expectation, he / she must obtain approval from their supervisor in advance of any requested schedule changes.

ESSG and **BRANDING IRON** need a reliable workforce. When you are on the job and on time each working day, you contribute to the team effort and the continuous workflow. When you are absent or tardy, even for a valid reason, it places an extra burden on other ESSG Associates/**BRANDING IRON TEAM MEMBERS** and could reduce the quality of the finished product or service at **BRANDING IRON**.

ESSG Associates are expected to be at their workstations ready to begin work at their assigned starting time. You should return promptly from lunch and break periods. You are also expected to remain on the job during working hours. If you wish to leave the premises for any reason (other than lunch), you must receive permission from your **BRANDING IRON MANAGER**. Your attendance record is part of your total work record, and could affect your future with ESSG and **BRANDING IRON**.

**PROCEDURE**

**I. Absent**

An employee is deemed absent when he/ she is unavailable for work as assigned / scheduled and such time off was not scheduled / approved in advance via a supervisor or CMG on-site representative verified by a supervisor.

**II. Tardy**

An employee is deemed to be tardy when he / she:

- Fails to report for work at the assigned / scheduled work time.
- Leaves work prior to the end of the assigned / scheduled work time without prior supervisory approval.
- Takes an extended meal or break period without approval.

**III. DEPARTMENTAL NOTIFICATION PROCEDURE**

Regular and timely attendance is essential to performing your job.

If you find it necessary to be absent from work due to illness or other emergency, you must call both you CMG / ESSG Account Manager at tel. (320) 281-5617 and your Branding Iron Manager. If you reach the voicemail, leave your name, the reason why you will not be reporting for work and a telephone number where you can be reached.

Regular and on-time attendance is necessary for efficient operations at the Company. Excessive absenteeism and tardiness is not only inconvenient but also causes costly problems. While it is recognized that an occasional illness or extenuating personal reason may cause unavoidable absence from work or tardiness, regular on-time attendance is required for continued employment.

Employees are required to notify the Company of any absence or tardiness. Employees must contact the Office to report any absence or lateness as far in advance of their starting time as possible, so that arrangements may be made to alter the distribution of work if necessary.

Because it is our desire to build a responsible workforce, we have chosen to implement a "No Fault" attendance policy. With this policy employees need not bring in excuses. All absences and tardies are recordable for purposes of determining excessive absenteeism or tardiness under this Policy. Absences resulting from conditions that are determined to qualify for leave under the federal Family and Medical Leave Act are not counted as absences under the "No Fault" policy.

### PROGRESSIVE DISCIPLINE POLICY

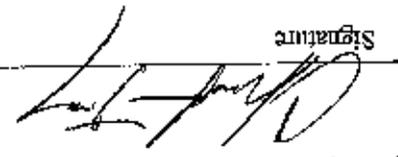
Any employee who fails to maintain an acceptable attendance record by falling into the "Excessive Absenteeism" categories described above or who engages in excessive tardiness, will be subject to disciplinary action up to and including termination. Excessive absenteeism or tardiness may also affect future promotions, job transfers, compensation, and eligibility for vacation time.

If an employee is absent from work for one (1) day without informing his/her supervisor, the employee may be terminated, effective the last day worked by the employee.

Total # of Days Absent	
2 Days	Step 1: Verbal Warning
4 Days	Step 2: Written Warning
6 Days	Step 3: Final Written Warning
8 Days	Step 4: Termination
1 Occurrence	Step 2: Written Warning
2 Occurrences	Step 3: Termination
2 Occurrences	Step 1: Verbal Warning
4 Occurrences	Step 2: Written Warning
6 Occurrences	Step 3: Final Written Warning
8 Occurrences	Step 4: Termination

Absenteeism and tardiness are the most common reasons for removal from assignments at Husken Meats. Make it a priority to be on time and at work every day that you are assigned.

Name (Print) Charles Loy

Signature 

Date \_\_\_\_\_