



Disciplinary Report Form

Employee name: <u>Victor Colon</u>	Hire Date: <u>12-9-14</u>	Job title: <u>Packout</u>
Department:	Shift:	Supervisor:

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

1-5-15 NCNS
1-8-15 Sick

1-12-15 Left early
1-19-15 left early

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.)

Completed by: Renee Burns Date: 1-30-15

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

Progressive step: Oral warning* Suspension (unpaid) Release Written reprimand Discharge Suspension (paid) *File apart from personnel files and copies thereof

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

Verbal warning on 1/12/15

Consequence if incident occurs again:

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: Victor Colon Date: 1/30/15 Witness signature (if any): _____ Date: _____ Signature of person presenting report: _____ Date: _____



Corporate Management Group Attendance Policy – Haisken Meats

POLICY

Timely and regular attendance is an expectation of performance for all Corporate Management Group (CMG) employees. To ensure adequate staffing, positive employee morals, 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 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

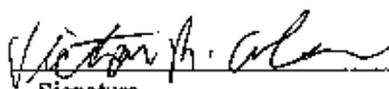
Any employee who fails to maintain an acceptable attendance record by falling into the "Excessive Absenteeism" categories described above or who engages in excessive tardiness, will be subject to disciplinary action up to and including termination. Excessive absenteeism or tardiness may also affect future 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		
Consecutive or Non Consecutive	2 Days	Step 1: Verbal Warning
	4 Days	Step 2: Written Warning
	6 Days	Step 3: Final Written Warning
	8 Days	Step 4: Termination
Single Day -- No Call / No Show	1 Occurrence	Step 2: Written Warning
	2 Occurrences	Step 3: Termination
Tardiness	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 Huisken Meats. Make it a priority to be on time and at work every day that you are assigned.

VICTOR COLON
Name (Print)


Signature

1/30/15
Date