Disciplinary Report Form

Employee name: Visna Sam	Hire Date: 01/10/2013	Job title: Machine Op
Department: Production	Shift: 1st	Supervisor: Bunthy Douk

Offense track: _X_ 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 __ Eating in undesignated areas __ Smoking in undesignated areas __ Posting items without permission __ Spreading gossip __ Using vulgar language __ Horseplay __ 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

_X_ Indecent behavior
_X_ Disruption in the work place
_X_ Unsafe behavior

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.)

On 9/13/17 it was viewed that Visna brought out some boxes/cardboard from the production room and put on the pile with the rest of the boxes/cardboard. They were fine where they were but he kept pushing them until the fell and landed on Channa. Visna walked back in the room and did not make sure Channa was hurt or help pick up the mess. Visna should not be touching the cardboard/boxes since he is in a zone 1 position and should not be pushing boxes on anyone.

Completed by: Kelsey Sikkink **Date:** 09/14/2017

(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*

_X_ Written warning

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

Consequence if incident occurs again:
Possible final and/or up to termination depending on situation

Human Resources Signature(s): Kelsey Sikkink **Date** 09/14/2017

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: [signature] **Date:** 9/14/17
Witness signature (if any): _____ **Date:** _____
Signature of person presenting report: Kelsey Sikkink **Date:** 9/14/17