Disciplinary Report Form

Employee name: Yahya Raheem	Hire Date: 10/25/2010	Job title: Sanitation
Department: Production	Shift: 1st	Supervisor: Jamie Sorenson

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 9/14/17 Yahya approached Gerson upset and accusing him of not knowing how to do his job and agitated because Gerson had not sent his line to break at the original break time of 9:30am due to the machine being broke down. Gerson was trying to finish the hopper before they went to break. This caused Gerson to become upset and the two started to argue in the production area. Yahya's responsibility is not to tell the lines when to go to break but should communicate with the supervisor if there is an issue. He does have the responsibility to perform his job duties but we all need to work as a team and communicate in respectable ways to one another to get the job done. There may be times that the lines can't go to break right on time so Yahya will need to be flexible and patient during these times. Should there be issues he should report it to his supervisor and not get involved in a altercation with his co-workers.

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~~ verbal KS 9/14/17

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

Verbal-11/22/16, Coaching 8/10/16

Consequence if incident occurs again:

written ~~Possible final and/or up to termination depending on situation~~

Human Resources Signature(s): Kelsey Sikkink **Date** 9/14/17

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: _____ **Date:** 9/14/17

Witness signature (if any): _____ **Date:** _____

Signature of person presenting report: Kelsey Sikkink **Date:** 9/14/17