



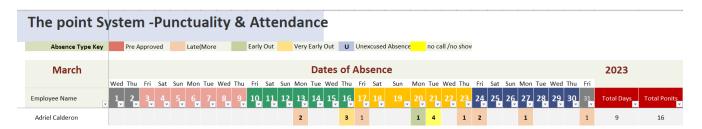
# PROGRESSIVE DISCIPLINE FORM

Today's Date: <b>04/13/2023</b>	Payroll ID:
Team Member's Name: Adriel Calderon	
Location /Department: Warehouse, Gardena	Position: Night Crew
Incident: Poor Attendance and Tardiness	
Date of Occurrence:13 <sup>th</sup> of March 2023 – 31 <sup>st</sup> of M	arch 2023 Time of Occurrence:
The purpose of this <b>written warning</b> is to brin attendance and punctuality.	g your attention on ongoing deficiencies in you
You have Earned: 16 Points From 13 <sup>th</sup> of Ma System - Punctuality and Attendance Policy" (Please find the attachment 1 for your further ref	•
During your onboarding formalities, it was clearly essential function of each position in the company. (unexcused absence) and No call /No show inciden zero tolerance for such behavior of employees as e since the start of their employment.	Excessive absenteeism, unacceptable attendance ts are disruptive and will not be tolerated. We have
The intent of this <b>written warning</b> is to define you timmediate corrective action. If not, further disciplinate This disciplinary document will be placed in your pe	ary action up to and including discharge can occur
Team Member's Comments:	
Level of Disci	olinary Action
☐ Verbal Warning ☑ Written Warning ☐	Final Warning Suspension - (on approval from RD/AD/HR)
☐ Termination ☐	Performance Probation (Attach a Developmental Action Plan)
Team Member Signature:  (Signing is not an admission, it means that you have review	Date:
Supervisor Signature:	Date:
Witness Signature:	Date:

# **CIS INTERNATIONAL**



# Attachment 1 The Summary of your earned point



**Policy: The Criterias for earned Points** 

## **Tracking Points**

Team members will earn points for attendance incidents as follows. A maximum of four points can be earned for any single violation.

Reason for Absence	Points
Pre-approved time off	0
Late (More than 5 minutes after the start of scheduled shift)	1
Early Out (4.0 hours or less remaining in the scheduled shift)	1
Very Early Out (More than 4.0 hours remaining in scheduled shift)	2
Unexcused Absence	2
No Call/No Show	4

## **Recommended Disciplinary Action**

## **Team members Employed 90 Days or Less**

Team members employed/rehired for 90 days or less shall receive the following documentation in accordance with his/her point total:

Points Used	Points Documentation
8	Team member receives and acknowledges the Point Communication Form
1st occurrence past 8	Separation

## **Team members Employed 91 Days or More**

Team members employed 91 days or more shall receive the following documentation in accordance with his/her point total during a rolling twelve-month period:

Points Used	Points Documentation
11	Team member receives and acknowledges the Point Communication Form
22	Team member receives and acknowledges Final Point Communication Form
1st occurrence past 22	Separation