



☒ Disciplinary Consultation

EMPLOYEE CONSULTATION FORM

Employee Name: Jonathan Co

Date: 02-21-2025

Description of Problem / Issue

During Safety training (held on February 20, 2025), Jonathan was observed by two managers, to be paying attention to his personal mobile phone instead of paying attention to the safety training. Jonathan has previously been verbally warned in December along with his peers about using his personal mobile phone for personal use and wearing ear buds to listen to his mobile phone, during working hours. Wearing ear buds in a safety sensitive position can pose a safety hazard and watching social media or videos during work hours prevents the employee from completing assigned work. There has been little to no improvement being made by Jonathan to stop using his mobile phone for person use and to stop wearing ear buds during work hours. Jonathan has previously received verbal warnings every week for not completing timecards on time. Showing disregard towards the completion of daily timecards results in the delay of timecard approvals being completed by Jonathan's supervisor, which then results in payroll processing being delayed. Jonathan has been counseled previously on this topic on Jan. 8, 2025, and Feb. 21, 2025, however, there has been little to no improvement being made by Jonathan to complete timecards timely. Jonathan has shown aggression towards Samantha Caines, the HSE Manager (Jan. 9, 2025). Professionalism in the workplace is standard, and showing aggression and insubordination towards other employees, including members of the management team, is not acceptable.

Details of Action to be Taken

Jonathan Co will be given 30 days starting March 13, 2025, upon his return from schedule time off to show improvement in all areas. If any issues discussed above occur within those 30 days, individual will result in immediate termination with Stage 3 Separation.

Employee's Input / Comments

No Comment

Employee Signature:

Jonathan Co
Digitally signed on record

Date: 02-21-2025

S3S Representative Signature: John Gonzales
Digitally signed on record

Date: 02-21-2025