

OA LOGISTICS



Disciplinary Action Form

Employee: Eric Simmons

Date: 1/14/20

Supervisor: Eugene Morris

SSN: XXX-XX-0213

Department: Quality Compliance

Employee ID: 161377

- | | |
|--|---|
| <input type="checkbox"/> Excessive Absenteeism / Tardiness | <input type="checkbox"/> Conduct Personal Business During Working Hours |
| <input type="checkbox"/> Unauthorized Long Distance Calls/Excessive Personal Calls | <input type="checkbox"/> Violation of Company Policies or Procedures |
| <input type="checkbox"/> Rudeness to Employees / Customers | <input type="checkbox"/> Violation of Safety Rules |
| <input checked="" type="checkbox"/> Unsatisfactory Work Quality | <input type="checkbox"/> Willful Damage of Company Property |
| <input type="checkbox"/> Leave Work Premise Without Approval | <input type="checkbox"/> Others: <i>(Specify below)</i> |
| <input type="checkbox"/> Insubordination / Failure to Follow Instruction | |

Date	Comments
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1 st Warning	1/14/20	Eric Simmons scanned 8133P168289026 to gt20-02c the quantity putaway was wrong when he did this. Eric needs to ensure he is putting away the correct quantity and putting it to the correct location going forward.
2nd Warning		
Last Warning		
Others:		

Says he never put anything in the racks.

Employee Signature: *Refused to Sign*

Date: 1/14/20

Supervisor Signature: *KAO RB*

Date: 1/14/20

Aida Reyes

From: Juana Lopez <juana.lopez@oalogistics.com> on behalf of Juana Lopez
Sent: Tuesday, January 14, 2020 3:09 PM
To: Rodney Dickey; Maronda Pierce; Eugene Morris; Aida Reyes
Subject: RE: Eric Simmons
Expires: Tuesday, May 31, 2022 12:00 AM

Rodney,
Thank you for the information.

Aida,
Please print this e-mail and attached it to the write up.

Sincerely,
Juana Lopez
HR Generalist

OA LOGISTICS

550 Northport Parkway
Port Wentworth, GA 31407
office (912) 373-7778 x. 3737
juana.lopez@oalogistics.com

From: Rodney Dickey [mailto:rodney.dickey@oalogistics.com]
Sent: Tuesday, January 14, 2020 3:07 PM
To: Maronda Pierce; Eugene Morris; Juana Lopez; Aida Reyes
Subject: Eric Simmons

I did a write up for Eric for having the wrong quantity on a putaway. This putaway went in the perm racks. He said he never put anything in the perm racks. He refused to sign, I let him know that it still applies and will go in his file. I have the listing that shows his name attached to the putaway, so either he let someone use his log on, which is another issue, and/or he actually did it. I am giving it to Aida to file or whatever we do with OA paperwork. Thanks.

Rodney Dickey
311 International Trade Parkway
Rec/IC Manager SV3
Phone 912-875-3828
Cell 912-398-8393