

# EMPLOYEE WARNING NOTICE FORM

Employee Name: Male Ly Date: 6/3/20

Supervisor Name: Kendra Lunt Hire Date: 7/26/19

- Verbal Warning                       Written Warning                       Final Warning  
 Coaching/Counseling Session                       Assignment End                       Termination

**1. Your behavior/actions have been found unsatisfactory for the following reasons:**

- Tardiness                                       Insubordination  
 Damaged Equipment                       Failure to Follow Procedure  
 Absenteeism                                       Failure to Meet Performance Standards  
 Policy Violation                                       Poor Work Quality  
 Falsifying Company Documents                       Other

**2. Details of Unsatisfactory Behavior/Actions:**

**3. Prior Warnings:**

On 6/3/20, it was brought to upper managements attention a picture posted on social media by Male Ly of confidential documents. This is not acceptable and these documents should not be shared outside of the company.

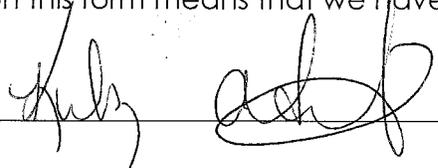
**4. The following immediate corrective action must be taken by the employee.**

Failure to do so will result in further disciplinary action up to and including termination.

If this happens again, Male Ly's assignment will end.

Employee Signature:  Date: 06.03.20

Note: Your signature on this form means that we have discussed the situation(s).

Manager's Signature:  Date: 6/2/2020