

# EMPLOYEE WARNING NOTICE FORM

Employee Name: Chantha Orm Date: 3/23/21

Supervisor Name: Sam Chea Hire Date: 1/11/2021

- 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:**

On 3/22/21, there was an altercation between Chantha and Jose C. After viewing the camera footage, it was seen that Jose was waving and (witness statement) making comments at Chantha. Chantha came out of the Tumbler room and started yelling back at Jose. Two other employees separated Chantha and Jose. The witness stated that the Jose and Chantha were making comments about going out to the parking lot and taking care of the issue. As per the handbook, this behavior is not acceptable in the workplace and will not be tolerated. Both will be spoken to and made aware of their job expectations and if another altercation occurs, they should go to their supervisor.

**3. Prior Warnings:**

Notified upon hire

**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.**

Employee Signature:  Date: 3/23/21

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

Manager's Signature:  Date: 3/23/2021