EMPLOYEE WARNING NOTICE FORM

Employee Name: ___Jose Coronado Sr___   **Date:** ___3/23/21___

Supervisor Name: ___Sam Chea___   **Hire Date:** ___6/10/19___

☐ 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:

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. The two employees, Jose and Chantha continued to yell at one another and making verbal threats. 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:

2/17/20-Verbal, 2/28/20 Written, 11/30/20 Written, 2/3/21-Verbal

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: _____

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

Manager's Signature: _____ Date: ___3/23/2021___