

EMPLOYEE WARNING NOTICE FORM

Employee Name: Barach Okello

Date: 4/22/2021

Supervisor Name: Peter Draheim

Hire Date: 1/25/2021

- 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:

Unexcused absence on 4/22/2021

3. Prior Warnings:

10/9/2020 – Notification for attendance
10/16/2020 – Verbal for attendance
10/20/2020 – Verbal for attendance
10/31/2020 – Written for attendance
11/1/2020 – Written for attendance
11/11/2020 – Written for attendance
11/20/2020 – Final for attendance
12/19/2020 – Final for attendance
1/28/2021 – Final for attendance
2/25/2021 Final for attendance
3/15/2021 Final for attendance
3/30/2021 Written for attendance
4/15/2021 Final for attendance
4/22/2021 Final for attendance

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.

Go 2 months without calling in. Failure to do so could result in a possible written warning, possible final warning.

Employee Signature:  Date: 4/23/2021

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

Manager's Signature:  Date: 4/23/2021