

EMPLOYEE WARNING NOTICE FORM

Employee Name: Vincent Tankhamvang

Date: 5/18/2021

Supervisor Name: Peter Draheim

Hire Date: 1/11/2010

- 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 5/17/2021

3. Prior Warnings:

5/18/2020- Written for attendance
6/2/2020- Notification for attendance
6/10/2020- Verbal for attendance
6/29/2020- Written for attendance
7/29/2020- Written for attendance
8/4/2020- Final for attendance
9/1/2020- Notification for attendance
9/26/2020- Notification for attendance
10/2/2020- Verbal for attendance
10/6/2020- Verbal for attendance
10/10/2020- Notification for tardiness
10/13/2020- Verbal for attendance
12/9/2020- Notification for attendance
12/17/2020- Notification for tardiness
12/19/2020- Notification for tardiness
1/7/2021- Verbal for attendance
3/9/2021- Verbal for attendance
3/24/2021- Verbal for attendance
4/13/2021- Verbal for attendance
4/21/2021- Verbal for attendance
5/4/2021- Written for attendance
5/12/2021- Written for attendance

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

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

Employee Signature: Vincent B. Melancon Date: 05/18/2021

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

Manager's Signature: [Signature] Date: 5/18/2021

No working phone number on file.