

EMPLOYEE WARNING NOTICE FORM

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Employee Name: Balony Obo

Date: 5/18/2021

Supervisor Name: Peter Draheim

Hire Date: 9/1/2020

- 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:

10/26/2020- Notification for attendance
11/2/2020 and 11/3/2020- Verbal for attendance
11/23/2020- Written for attendance
2/15/2021- Notification for attendance
3/1/2021 and 3/2/2021- Notification for attendance
3/8/2021- NCNS
3/9/2021- Verbal for attendance
3/16/2021- Notification for tardiness
3/19/2021- Verbal for attendance
4/14/2021- Notification for tardiness
4/19/2021- Verbal for attendance
5/2/2021 and 5/3/2021- Verbal 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 possible written warning / possible final warning.

Employee Signature:  Date: 5/21

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

Manager's Signature:  Date: 5/21/2021