

EMPLOYEE WARNING NOTICE FORM

Employee Name: Erik Queen

Date: 6/2/2021

Supervisor Name: Jonny Soth

Hire Date: 2/19/2020

- 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:

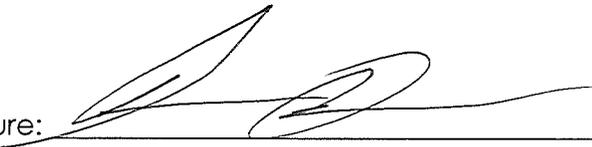
Unexcused absence on 6/1/2021

3. Prior Warnings:

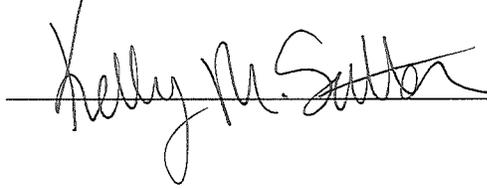
8/10/2020- Notification for attendance
8/31/2020- Notification for attendance
9/2/2020- Verbal for attendance
9/11/2020- Verbal for attendance
3/3/2021- Notification for attendance
3/22/2021 and 3/23/2021- Verbal for attendance
3/29/2021 and 3/30/2021- Verbal for attendance
4/5/2021 and 4/6/2021- Verbal for attendance
5/8/2021- 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:  Date: 6.2.2021

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

Manager's Signature:  Date: 6.2