

EMPLOYEE WARNING NOTICE FORM

Employee Name: Amal Osman

Date: 5/14/2021

Supervisor Name: Jonny Soth

Hire Date: 12/9/2019

- 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 5/13/2021

3. Prior Warnings:

5/26/2020- Verbal for attendance
6/19/2020- Verbal for attendance
7/14/2020- Notification for tardy
7/21/2020 and 7/22/2020- Notification for tardy
7/23/2020- Verbal for attendance
7/27/2020- Notification got tardy
7/28/2020 and 7/29/2020- Verbal for tardy
8/1/2020- Notification for tardy
8/5/2020- Verbal for tardy
9/4/2020- Notification for tardy
9/29/2020- Notification for tardy
10/1/2020- Notification for attendance
10/20/2020- Notification for attendance
11/19/2020- Verbal for tardy
11/27/2020- Verbal for attendance
1/21/2021- Verbal for attendance
2/1/2021- Verbal for attendance
3/10/2021- Verbal for attendance
3/22/2021- Notification for attendance
5/2/2021- Notification for attendance
5/11/2021- Notification for attendance

EMPLOYEE WARNING NOTICE FORM



Employee Name: Amal Osman

Date: 6/22/21

Supervisor Name: Darrius Louwell

Hire Date: 12/9/19

- 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:

Amal returned from break 10 mins late. Her line was to be back in the production area by 6pm and she return at 6:10pm. She has been given numerous warnings regarding her break times with no improvement. She will be at a final warning.

3. Prior Warnings:

Written on 6/1/21, Verbal 4/26/21

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

Amal will need to follow the break policy moving forward. If this continues her assignment could end.

X Employee Signature: AMAL Date: 6/22/21

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

Manager's Signature: [Signature] Date: 6/22/21