

EMPLOYEE WARNING NOTICE FORM

Employee Name: Vincent Tankhamvang

Date: 1/5/2023

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 1/3/2023

3. Prior Warnings:

2/1/2022- Verbal for attendance
2/22/2022- Notification for attendance
3/15/2022- Verbal for attendance
4/5/2022- Written for attendance
4/26/2022- Written for attendance
6/1/2022- Verbal for attendance
6/14/2022- Written for attendance
6/15/2022- Written for attendance
8/3/2022- Verbal for attendance
8/15/2022- Verbal for attendance
8/30/2022- Verbal for attendance
9/14/2022- Written for attendance
9/19/2022- Written for attendance
11/14/2022- Written for attendance
11/21/2022- Written for attendance
12/15/2022- Written for attendance

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

Go 4 months without calling in. Failure to do so could result in further disciplinary action.

Employee Signature: Vincent Tankhamvang Date: 01/13/2023

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

Manager's Signature: Kelly M. Sutter Date: 1-20-2023