

EMPLOYEE WARNING NOTICE FORM



Employee Name: Ahmed Abdi

Date: 5/6/24

Supervisor Name: Jamie Sorenaon

Hire Date: 8/29/23

- | | | |
|--|---|--|
| <input type="checkbox"/> Verbal Warning | <input checked="" type="checkbox"/> Written Warning | <input type="checkbox"/> Final Warning |
| <input type="checkbox"/> Coaching/Counseling Session | <input type="checkbox"/> Assignment End | <input type="checkbox"/> Termination |

1. Your behavior/actions have been found unsatisfactory for the following reasons:

- | | |
|---|--|
| <input type="checkbox"/> Tardiness | <input checked="" type="checkbox"/> Insubordination |
| <input type="checkbox"/> Damaged Equipment | <input type="checkbox"/> Failure to Follow Procedure |
| <input checked="" type="checkbox"/> Absenteeism | <input type="checkbox"/> Failure to Meet Performance Standards |
| <input type="checkbox"/> Policy Violation | <input type="checkbox"/> Poor Work Quality |
| <input type="checkbox"/> Falsifying Company Documents | <input type="checkbox"/> Other |

2. Details of Unsatisfactory Behavior/Actions:

Details from supervisor regarding insubordination on 5/4/24-I just sent Ahmed Abdi home for the night because he was refusing to work with his co-workers in the Slicing room. Ahmed was given instructions after his break to help the team clean the tank #1 pipes. Ahmed argued with Jacob and Yobesh about helping with the pipes for about 20 minutes and never began any work. His co-workers also stated that Ahmed was arguing about helping them earlier with cleaning the ceiling and helping with other areas of the room. When I spoke to Ahmed, he again tried to argue with me about the tasks he was being asked to complete. As a result, I sent him home.

It should be made clear to him that everyone is required to work together to complete all the tasks in each room and that is how the team stays efficient and completes each task in a timely manner. It should also be made clear to him that instructions given to him from his lead need to be followed. Moses has informed me that this is now a re-occurring issue with him, last week Moses had also given him instructions and he argued with Moses about completing the tasks he was asked to do.

3. Prior Warnings:

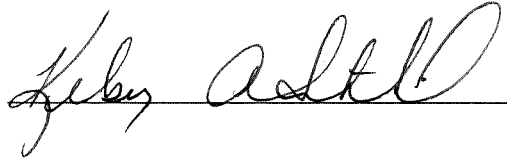
Notified upon Hire

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

If further action is needed, it will result in a final warning and/or assignment end.

Employee Signature: Ahmed Date: 5/6/24

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

Manager's Signature:  Date: 5/6/24