



EMPLOYEE WARNING NOTICE FORM

Employee Name: Jared Rangel

Date: 2/24/2025

Manager Name: Dick Lunser

- First Verbal Warning
- Second Warning
- Final Warning

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

- Tardiness to workstation
- Insubordination
- Damaged Equipment
- Failure to Follow Procedure
- Absenteeism
- Failure to Meet Performance Standards
- Policy Violation
- Poor Work Quality
- Falsifying Company Documents
- Other

Details of Unsatisfactory Behavior/Actions:

This notice is to inform you that, you have once again been found in violation of the company's safety policies and GMP guidelines regarding the use of Bluetooth wireless headphones (over-ear muffs) while working. As a reminder, the use of Bluetooth headphones during working hours is strictly prohibited for safety reasons, as outlined in our safety training materials. Wearing these headphones can interfere with your ability to hear important communication, alarms, and instructions, which could lead to safety hazards and other issues in the workplace.

The following immediate corrective action must be taken by the employee:

This serves as your second warning regarding this behavior. Any further violations of this policy will result in termination of employment. We urge you to take this matter seriously and ensure that you do not engage in this behavior moving forward. Your adherence to safety policies is critical for maintaining a safe working environment for yourself and others.

Employee Signature: *Jared Rangel* Date: 02/24/25

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

Manager's Signature: *Dick Lunser* Date: 2/25/25