



**EMPLOYEE WARNING NOTICE FORM**

Employee Name: **Akuch Okella**

Date: **10/26/23**

Manager Name: Jenny Vanderwerf

**First Verbal Warning**                       Second Warning                       FINAL

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

- |   |  |
|---|--|
| <input type="checkbox"/> Tardiness                    | <input type="checkbox"/> Insubordination                       |
| <input type="checkbox"/> Damaged Equipment            | <input type="checkbox"/> Failure to Follow Procedure           |
| <input 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 checked="" type="checkbox"/> <b>Other</b>               |

1. Details of Unsatisfactory Behavior/Actions: **Akuch it has been brought to your supervisor's attention that you are leaving the production floor excessively during your shift for various reasons (Bathroom breaks, water breaks, etc..) as well as taking more than the allowed 20 minutes for breaks.**

2. The following immediate corrective action must be taken by the employee. **To avoid further discipline, Akuch needs to try and limit extra breaks as it makes more work for your other team members when the line is understaffed. Please communicate with your line lead and be mindful of you allowed break times.**

Employee Signature: Akuch Okella Date: \_\_\_\_\_

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

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_