



EMPLOYEE WARNING NOTICE FORM

Employee Name: Akuch Okello

Date: 3/03/2026

Supervisor Name: Jenny Vanderwerf

- First Verbal Warning** **Second Warning** **Final Warning**

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

- | | |
|---|--|
| <input type="checkbox"/> Tardiness to workstation | <input 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 |

Details of Unsatisfactory Behavior/Actions:

As of 3/03/2026 Akuch has 21 hours of unexcused hours. Missing time at work puts a strain on your coworkers as well as your supervisor, also overall production suffers.

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

To avoid further disciplinary action and/end of assignment Akuch must show up on time ready to work for her scheduled shifts. Please review our attendance policy, if you do not have a copy one can be provided to you.

Employee Signature: Akuch Okello Date: 03/03/26

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

Manager's Signature: Jenny Vanderwerf Date: 03/03/26