



EMPLOYEE WARNING NOTICE FORM

Employee Name: Akuch Okello

Date: 2/26/2026

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 checked="" 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 type="checkbox"/> Other |

Details of Unsatisfactory Behavior/Actions:

On Wednesday 2/25/2026 you informed Didumo Opiew that you were not coming in to work due to a sick child, which he informed Nate H. and Lori L. Nate and Lori both told Didumo that he needs to inform Akuch to call/text Nate the on-site supervisor, which you did not. As per our attendance policy, it is the employee's responsibility to inform their on-site supervisor at least 2hrs prior to shift start time if they are not coming into work that day.

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

To avoid any further disciplinary action and / or up to termination of assignment, Akuch must inform her supervisor via phone call / text message immediately of her not coming to work. Please review our attendance policy. If you do not have a copy, one can be provided.

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