



EMPLOYEE WARNING NOTICE FORM

Employee Name: Akuch Okello

Date: 6/04/2026

Supervisor Name: Jenny Vanderwerf

☒ First 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:

It has been brought to your attention by your supervisor that Akuch has been taking breaks that exceed the allotted time. Per company attendance policy, employees are permitted one 15-minute break and one 30-minute lunch break during their shift. Both breaks are paid and are expected to be taken within the designated time limits.

Additionally, it has been observed that Akuch has not been following directions from the Machine Operator. Please be reminded that Machine Operators are authorized to assign work and direct employees as needed to support production requirements.

It has also been noted that Akuch has not been following instructions provided by Jenny when tasks have been assigned. Employees are expected to follow reasonable work-related directions from supervisors and designated team leaders to ensure efficient operations and workplace productivity.

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

To avoid further corrective action, up to and including the end of the assignment, Akuch must adhere to the company's attendance policy by returning to the production floor promptly at the conclusion of all scheduled breaks and lunch periods.

In addition, Akuch is expected to follow directions and work assignments provided by supervisors and designated employees in support of production and operational needs.