



EMPLOYEE WARNING NOTICE FORM

Employee Name: Akuch Okello

Date: 7/06/2026

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:

On Thursday, July 2, 2026, the machine operator observed that Akuch took a 30-minute break instead of the scheduled 15-minute break. When the machine operator addressed the issue, Akuch became confrontational and reportedly called the employee inappropriate names. This behavior is unacceptable and will not be tolerated. Employees are expected to follow scheduled break times and always treat coworkers with professionalism and respect.

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

Akuch must comply with the company's attendance and break policies by taking one 15-minute paid break and one 30-minute paid lunch as scheduled. Additionally, Akuch is expected to always maintain professional and respectful interactions with her coworkers.

Any further employee incidents or excessive breaks or lunches will result in end of assignment.

Employee Signature: _____

Date: 07/06/26

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

Manager's Signature: _____

Date: _____