



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Ariet Obitch**

Date: **4/15/2022**

Manager Name: **Jenny Vanderwerf**

First Warning Second Warning FINAL

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

- Tardiness
- Damaged Equipment
- Absenteeism
- Policy Violation**
- Falsifying Company Documents
- Insubordination
- Failure to Follow Procedure
- Failure to Meet Performance Standards
- Poor Work Quality
- Other

1. Details of Unsatisfactory Behavior/Actions: Ariet has been taking longer breaks than allowed. It has been noticed that her breaks have gone past the allowable time and in excess of 30 minutes. When others must cover for your absences, the overall workload is increased, and production and performance are compromised.

2. The following immediate corrective action must be taken by the employee. To avoid further discipline, Ariet must stay within the allowable break policy for each scheduled shift unless preapproved with her supervisor. To avoid further discipline, up to and including Release of Assignment from Branding Iron.

Employee Signature: Date: 04/15/22

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

Manager's Signature: Date: 04/15/22