



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Ariet Obitch** Date: **6/6/2022**

Manager Name: Jenny Vanderwerf

First Warning Second Warning **FINAL**

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

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

1. Details of Unsatisfactory Behavior/Actions: **Ariet's refusal to help on another line during production is considered insubordinate, we need to always work as a team while on the production floor. It has also been noticed that Ariet is clocking in early (3:20pm) and waiting around in the upstairs breakroom until shift begins at 3:40pm.**

2. The following immediate corrective action must be taken by the employee. **To avoid further discipline, Ariet needs clock in at the proper start time and follow supervisor instructions while working as a team on the production floor. To avoid further discipline, up to and including Release of Assignment from Branding Iron.**

Ariet

Employee Signature: _____ Date: _____

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

Manager's Signature: *Jenny Vanderwerf* _____ Date: *06/06/22*