



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Bishar Yusuf**

Date: **08/20/2019**

Manager Name: **Tim Holt**

First Warning Second Warning **Other- Final**

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

- | | |
|--|--|
| <input type="checkbox"/> Tardiness | <input type="checkbox"/> Insubordination |
| <input type="checkbox"/> Damaged Equipment | <input type="checkbox"/> Failure to Follow Procedure |
| <input checked="" 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 |

1. Details of Unsatisfactory Behavior/Actions: **On 6-10-19 and 7-8-19 Bishar was given warnings for attendance and tardiness. Since then, Bishar has had 2 additional unexcused absences and multiple tardies. This will be the last warning Bishar will receive regarding his attendance. The next unexcused absence will result in a one-day suspension without pay and the next tardy Bishar will be sent home for the shift.**

2. The following immediate corrective action must be taken by the employee.
Failure to do so will result in further disciplinary action up to and including termination.

In order for Bishar to continue his employment at Branding Iron, he must be at work and on time for every scheduled shift.

Employee Signature: *[Signature]* Date: 8/23/19

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

Manager's Signature: *[Signature]* Date: 8/23/19