



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Brandon Anderson**

Date: **08-30-17**

Manager Name: **Matt Heaton**

First Warning Second Warning Other

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: Brandon was a No Call-No Show for Friday, August 25, then he called in sick on Monday, August 28 and then was No Call-No Show on Tuesday, August 29. Brandon must understand that he needs to call and inform CMG when his not going to be in to work. This pattern is becoming unacceptable and cannot continue. Brandon must also understand that requesting time off is not always going to be approved due to business needs. If a time off request is not approved, it is unacceptable to just not show up for work. If he absolutely cannot work due to other commitments, he must speak directly to the supervisor and explain the circumstances.

**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.**

Any further instances of No Call-No Show will result in immediate termination. Brandon must also make every effort to be at work when scheduled.

Employee Signature: Brandon Anderson Date: 8-30

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

Manager's Signature: Matt Heaton Date: 8-30