



Employee Verbal Counseling Form

Employee Name: **Brandon Levi**

Date: **09/23/2019**

Department: **Packout**

Indicate if: Coaching/Counseling Session Verbal Reprimand

Summary of incident and/or reason for warning or counseling: **On Friday, 09/20/2019, Brandon was observed by QA not wearing his bump cap and not having his hair properly covered. He was not willing to comply with their request to wear the proper PPE. Brandon was also over-heard using un-called for language when referring to the QA team.**

Summary of corrective action needed: **Both incidents are unacceptable and will not be tolerated. Brandon must immediately comply with all company policies regarding the correct usage of PPE.**

It is expected that the condition noted above will be corrected immediately. In the event this condition is not corrected, or another offense occurs, you will be subject to further disciplinary action, up to and including termination.

Employee Signature *Brandon Levi* Date 9-24-19

(Your signature is intended only to acknowledge receipt of the notice; it does not imply agreement or disagreement with the notice itself.)

Manager Signature *William Kluck* Date 9-24-19