



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Brandon Levi**

Date: **August 19, 2020**

Manager Name: **Willie Klenk**

First Warning Second Warning **Other-ONLY**

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 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 checked="" type="checkbox"/> Other-On-the Job Horseplay |

1. Details of Unsatisfactory Behavior/Actions: **On multiple occasions Brandon has been observed swinging his arms in a punching motion. In doing this unsafe act, he elbowed a co-worker in the ribs. Such acts are horseplay and are considered a safety hazard as well as harassment. On-the-job horseplay acts can lead to serious injuries. This horseplay must cease immediately, and Brandon must refrain from engaging in any unsafe behaviors. If any further unsafe behaviors/acts are observed, Brandon will immediately be released from his Assignment at Branding Iron.**

Employee Signature: *Brandon Levi* Date: 8-19-20

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

Manager's Signature: *Willie Klenk* Date: 8-19-20