



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Cham Buya**

Date: **4/11/23**

Manager Name: **Tim Holt**

First Warning **Second Warning** **Final**

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: **Cham has had 8 unexcused absences and 25 tardy absences for since rehire in October. Punctuality and Regular attendance are important to productivity and establishing a good work record. The production team rely on each other to be on time and come to work each day. When others must cover for your absences, the workload is increased, and performance is compromised. Excessive absenteeism disqualifies you from future raises as well as earning bonuses.**

2.

The following immediate corrective action must be taken by the employee. **To avoid further discipline, Cham needs to be here for every scheduled shift unless excused by his supervisor. To avoid further discipline, up to and including Release of Assignment from Branding Iron, Cham must improve his attendance immediately.**

Employee Signature: Cham Buya Date: 4-11-23

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

Manager's Signature: Tim Holt Date: 4-11-23