



EMPLOYEE WARNING NOTICE FORM

Employee Name: Chance Hendrixson

Date: 5/14/2026

Supervisor Name: Dave Kauder

☐ First Verbal Warning

☐ Second Warning

☒ Final Warning

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

☐ Tardiness to workstation

☐ Insubordination

☐ Damaged Equipment

☐ Failure to Follow Procedure

☐ Absenteeism

☐ Failure to Meet Performance Standards

☒ Policy Violation

☐ Poor Work Quality

☐ Falsifying Company Documents

☐ Other

Details of Unsatisfactory Behavior/Actions:

Chance has been verbally talked to by both evening supervisors on multiple occasions about taking excessive breaks, this needs to be corrected immediately. As a grinder it is also required to punch out each night for a ½ hour lunch.

The following immediate corrective action must be taken by the employee:

Chance must immediately correct the issue of taking excessive breaks and remain in the assigned work area unless otherwise directed. Any further disciplinary issues related to this matter will result in an end of assignment. Please review our attendance policy. If you do not have a copy, one can be provided to you.

Employee Signature: Chance Hendrixson Date: _____

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

Manager's Signature: [Signature] Date: 05/14/2026