



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Charles Foster**

Date: **08/18/2017**

Manager Name: **Matt Heaton**

First Warning Second Warning Other: **ONLY WARNING**

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: **Charles did not disclose a felony as a condition of hire. Failure to disclose a felony is considered Falsifying Company Documents/Lying and a form of Dishonesty. Agreement to abide by these policies and procedures is a condition of employment. Your failure to do so has resulted in this being your One and Only Infraction that will be allowed. We will not tolerate any form of Insubordination, Negative Personal Conduct, Dishonesty, Employee Abuse or Improper Behavior. Any violation of any Standard of Conduct will result in immediate termination.**

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.

Charles must act in a professional manner at all times and treat everyone he comes in contact with the utmost respect.

Employee Signature: Charles Foster Date: 8-18-17

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

Manager's Signature: Kelli Kalsow - CMG Date: 8-17-17