



**EMPLOYEE WARNING NOTICE FORM**

Employee Name: **Chase Monson**

Date: **April 10, 2020**

Manager Name: **Blanca Lopez**

**First Warning**                       Second Warning                       Other

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

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> <b>Tardiness- Excessive</b> | <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 checked="" type="checkbox"/> <b>Policy Violation</b>     | <input type="checkbox"/> Poor Work Quality                     |
| <input type="checkbox"/> Falsifying Company Documents           | <input type="checkbox"/> Other                                 |

Details of Unsatisfactory Behavior/Actions: **A) Your attendance record shows that you have been tardy multiple times in your first 3 months of employment. This pattern is unacceptable and cannot continue. The expectation is that you arrive on time every day for your shift. Constant tardiness shows a lack of respect for the Attendance Policy. As a reminder, punctuality and regular attendance are important to productivity and establishing a good work record. Your attendance records also show excessive lunch breaks. This infraction also needs your attention.**

**B) Chase was observed on the security cameras eating bacon ton the production floor. As you are aware, this is clearly a GMP violation. As part of the QA team, it is vitally important that you follow and enforce the policies and set an example for others.**

**To avoid further discipline, we must see an immediate improvement in your tardies and long lunches.**

Employee Signature: *Chase A Monson* Date: 4-10-20

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

Manager's Signature: *Blanca Lopez* Date: 4-10-20