



**Employee Verbal Counseling Form**

Employee Name: Christian Selander

Date: 5/26/2022

Department: IQF

Indicate if:  Coaching/Counseling Session  Verbal Reprimand

Summary of incident and/or reason for warning or counseling:

Tammy notified me that she had to tell Christian to put his phone away while on the production floor. This is the 3<sup>rd</sup> incident in which she has had to tell him. Cell phone use while on the production floor is a violation of Branding Iron's GMP policy.

Summary of corrective action needed:

Christian needs to immediately stop using his cell phone while on the floor. Continued incidents will result in further discipline up to or including termination.

It is expected that the condition noted above will be corrected immediately. In the event this condition is not corrected, or another offense occurs, you will be subject to further disciplinary action, up to and including termination.

Employee Signature Chris Selander Date 5-26-22

(Your signature is intended only to acknowledge receipt of the notice; it does not imply agreement or disagreement with the notice itself.)

Manager Signature [Signature] Date 5-26-2022