



EMPLOYEE WARNING NOTICE FORM

Employee Name: Christophe Mananga

Date: 11/18/20

Manager Name: Matt Heaton

First Warning

Second Warning

Final 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

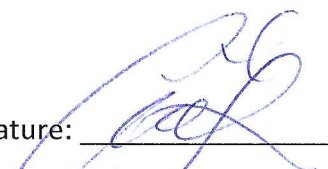
1. Details of Unsatisfactory Behavior/Actions:

Christophe's absenteeism and tardiness are excessive and can not be tolerated any more. Christophe needs to understand that a basic requirement for employment is to be on time for every scheduled shift.


2. The following immediate corrective action must be taken by the employee.

Failure to do so will result in termination.

Christoph must be at work for all scheduled shifts on time.

Employee Signature:  Date: 11/18/20

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

Manager's Signature:  Date: 11-18-20