



**EMPLOYEE WARNING NOTICE FORM**

Employee Name: **Christophe Mananga**

Date: **December 17, 2019**

Manager Name: **Willie Klenk**

**First Warning**                       Second Warning                       Other

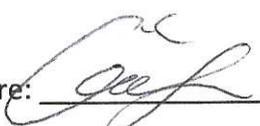
**1. Your behavior/actions have been found unsatisfactory for the following reasons:**

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

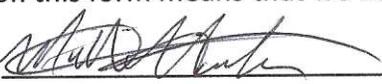
1. Details of Unsatisfactory Behavior/Actions: **On numerous occasions, Christophe has been spoken to regarding his tardiness. At this time, there has been no improvement. Christophe must understand that being tardy this many times is unacceptable, and it puts a hardship on co-workers.**

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.

**Christophe must clock in in a timely manner for every shift from here on forward. His shift starts at 3:20 pm and he is expected to be clocked in and ready for work at that time. Any further instances of excessive tardiness will result in termination.**

Employee Signature:  Date: \_\_\_\_\_

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

Manager's Signature:  Date: 12-17-19