



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Christopher Lewis**

Date: **June 1, 2020**

Manager Name: **Mark Reinarts/Matt Heaton**

First Warning Second Warning Other

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

- | | |
|---|--|
| <input checked="" type="checkbox"/> Tardiness | <input type="checkbox"/> Insubordination |
| <input type="checkbox"/> Damaged Equipment | <input checked="" type="checkbox"/> Failure to Follow Procedure |
| <input type="checkbox"/> Absenteeism | <input type="checkbox"/> Failure to Meet Performance Standards |
| <input checked="" 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: **1) On Thursday, May 28th, Chris had packets of food in his pockets that he was going to bring on to the production floor. According to the GMP policy that Chris read and signed, Chris understands this is a violation of the GMP Policy. This is a serious offense, and this cannot happen again. On the same day, Chris took an excessively long break- he was observed taking a break from 5:20pm – 6:03pm. Taking excessive breaks is considered a theft of time and will not be tolerated. 2) On Friday, May 29th, Chris was 10 minutes late to work with no phone call. Chris must understand the importance of being on time to work. Being late to work shows lack of consideration to fellow co-workers. 3) On many occasions, Chris is late for exercises and late getting on to the production floor. Chris must comply with the schedule and have no other occurrences of tardiness.**

Further instances of any of the above infractions will result in strict discipline and/or termination.

Employee Signature:  Date: 6-1-2020

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

Manager's Signature:  Date: 6-1-20