



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Clarisse Biegbe**

Date: **10/26/23**

Manager Name: **Jenny Vanderwerf**

First Verbal Warning Second Warning FINAL

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: **Clarisse it has been brought to your supervisor's attention that you are leaving the production floor excessively during your shift for various reasons (Bathroom breaks, water breaks, etc..) as well as taking more than the allowed 20 minutes for breaks.**

2. The following immediate corrective action must be taken by the employee. **To avoid further discipline, Clarisse needs to try and limit extra breaks as it makes more work for your other team members when the line is understaffed. Please communicate with you line lead and be mindful of you allowed break times.**

Employee Signature: _____  _____ Date: _____

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

Manager's Signature: _____ Date: _____