



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Cortez Stanley**

Date: **July 13, 2020**

Manager Name: **Nick Rausch**

First Warning Second Warning Other- 1st Written and 1 Verbal

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

- Tardiness
- Insubordination
- Damaged Equipment
- Failure to Follow Procedure
- Absenteeism
- Failure to Meet Performance Standards
- Policy Violation
- Poor Work Quality
- Falsifying Company Documents
- Other

1. Details of Unsatisfactory Behavior/Actions: 1) On Friday, July 10, 2020 Cortez was spoken to regarding taking long breaks. Since that time, he was observed taking 2 long breaks on Sunday, July 12th as well as taking excessive cigarette breaks. It is expected that Cortez follow the policies described in the company handbook. One of the rules is to obey the Break Policy. Failure to immediately comply with the break policy will result in a 1-day suspension without pay. If fractions continue, further discipline up to and including termination will result.

2) Cortez has also been spoken to regarding his tardiness. To this date, he still continues to be late to work on a regular basis. The next incident of tardiness, Cortez will be sent home for the day.

We strongly advise that you abstain from any such violations in the future and that you obey the break and attendance policies at all times.

Employee Signature: *Cortez Stanley* Date: 7/15/20

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

Manager's Signature: *Nick Rausch* Date: 7/15/20