



*"your workforce management & staffing experts"*

### Employee Verbal Counseling Form

Employee Name: **Daniel Oltz**

Date: **July 13, 2022**

Department: **Grinding**

Indicate if:  Coaching/Counseling Session

Verbal Reprimand

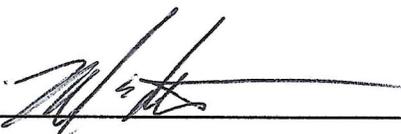
Summary of incident and/or reason for warning or counseling: **On Monday, July 11, 2022, you were observed on the surveillance camera vaping in the Combo Room. As per the Code of Conduct for employees of the company, the use of any type of tobacco products is prohibited within the premises of the company.**

**We have found your conduct to be unprofessional and unacceptable. As this is your first incident of such misconduct, the company is not taking any severe disciplinary action against you. If you do this again in the future, you will be subject to further disciplinary action, up to and including suspension or Release of Assignment at Branding Iron.**

It is expected that the condition noted above will be corrected immediately. In the event this condition is not corrected, or another offense occurs, you will be subject to further disciplinary action, up to and including termination.

Employee Signature  Date 7-14-22

(Your signature is intended only to acknowledge receipt of the notice; it does not imply agreement or disagreement with the notice itself.)

Manager Signature  Date 7-14-22