



EMPLOYEE WARNING NOTICE FORM

Employee Name: Devin Wendorff

Date: 2/03/2026

Supervisor Name: Jenny Vanderwerf

- First Verbal Warning** **Second Warning** **Final Warning**

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

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

Details of Unsatisfactory Behavior/Actions:

On Tuesday 1/27/2025, it was discovered that Devin was knowingly pushing master's through the scale that were too light due to being backed up. This is a violation of following procedures. By doing so, it caused extra time and staff to go through pallets to correct the mistake.

The following immediate corrective action must be taken by the employee:

To avoid further corrective action and/or termination of the assignment, Devin must immediately notify his supervisor if he is backed up and requires assistance. Devin must also verify that the master weights are correct. If any discrepancies are found, he must notify his supervisor right away.

Employee Signature: Devin Wendorff Date: 03/26

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

Manager's Signature: Jenny Vanderwerf Date: 02/03/2026