



EMPLOYEE WARNING NOTICE FORM

Employee Name: Dianela Hernandez Date: 1/12/23

Manager Name: Christine Dockendorf Supervisor Name: Rhonda Breuer

First Warning Second Warning Other

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: **On 1/11/23, Dianela tested Metal Detector #1 and found that it failed to detect the 2.0 mm NFE test piece. She recorded the failure on the check sheet and in Gainseeker. She also noted that she informed maintenance regarding the failure. However, Dianela did not follow the Metal Detection Verification Procedure and retest Metal Detector #1 with the 4.0 mm test pieces. As a result, 9 pallets of product had to be placed on hold at Artic and brought back to Branding Iron so this product can be run back through the detector.**

2. The following immediate corrective action must be taken by the employee.
Failure to do so will result in further disciplinary action up to and including termination.
Going forward, Dianela must follow the Metal Detection Verification Procedure with no deviations from the written procedure.

Employee Signature: *Dianela Hernandez* Date: 01/12/23

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

Manager's Signature: *Rhonda Breuer* Date: 1/12/23