## EMPLOYEE WARNING NOTICE FORM

Employee Name: **Didumo Obuur**                                    Date:  **10-12-2017**

Manager Name:  **Tim Holt**

☒   First Warning                    ☐ Second Warning                    ☐ Other

**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: Didumo failed to cover up the Panel-View Touchscreen Unit for the North Spiral before he sprayed down the area causing the Unit to get full of water and causing damage to the Unit making it inoperable.  2: Didmo has failed to keep track of his safety glasses for 2 consecutive days in a row.**

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.
    **Due to the fact that Didumo has been fully trained in these areas and on these procedures, these violations are considered Careless Workmanship and are in violation of Company Policy.  This negligence has caused a monetary loss to the company and this behavior cannot continue.  It is important that you understand that you must follow all proper procedures for operating company equipment assigned to you to perform your duties.  You must also keep track of your Safety Glasses and turn them in at the end of your shift.  Any future violations of company policy will result in immediate termination.**

Employee Signature: _Didumo Obuur_                    Date: _10-17-17_

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

Manager's Signature: _Tim Holt_                    Date: _10/17/17_