



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Didumo Opiew**

Date: **09/03/2019**

Manager Name: **Willie Klenk**

First Warning and ONLY Second Warning Other

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

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

1. Details of Unsatisfactory Behavior/Actions: **On more than one occasion, Didumo has used offensive language when talking to and interacting with co-workers. He also shows anger and uses a loud tone/voice when dealing with co-workers when things don't go smoothly. This type of behavior is considered bullying and is also a form of workplace violence and cannot continue. Using offensive language or any verbal threats is strictly prohibited in the workplace.**

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.

Didumo must treat all co-workers with respect while at work. Any continued use of profanity, loud verbal language or threatening behavior will result in immediate termination. There will not be any further warnings regarding this subject. We must see an immediate change in Didumo's attitude and the way he deals with people in his role as IQF Support.

Employee Signature: *Didumo Opiew* Date: *9/3/2019*

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

Manager's Signature: *Mark Reinarts* Date: *9-3-2019*
mark Reinarts