



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Diel Ojulu**

Date: **May 12, 2017**

Manager Name: **Tim Holt**

- First Warning Second Warning Other-Final Warning

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

- | | |
|-------------------------------------------------------|----------------------------------------------------------------|
| <input checked="" type="checkbox"/> Tardiness | <input type="checkbox"/> Insubordination |
| <input type="checkbox"/> Damaged Equipment | <input type="checkbox"/> Failure to Follow Procedure |
| <input checked="" 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 |

1. Details of Unsatisfactory Behavior/Actions: On May 1st 2017, Diel was given a warning regarding his excessive absenteeism. Since then Diel was 2 ½ hours late on May 10th and then called in sick on Thursday, May 11th. Due to the fact that his attendance pattern has not improved, we are issuing Diel a Final Warning. Any further instances of tardiness or unexcused absences will result in immediate termination.

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.

Diel needs to show immediate improvement on his absenteeism. No further unexcused absences will be accepted.

Employee Signature: Diel Ojulu Date: 05-13-17

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

Manager's Signature: Tim Holt Date: 5/13/17