



EMPLOYEE WARNING NOTICE FORM

Employee Name: Diel Ojulu

Date: May 1, 2017

Manager Name: Tim Holt

First Warning Second Warning Other-Final Warning

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: Diel has had 10 unexcused absences in the past year.

Your negative pattern of attendance over the past year has had a negative impact on the staffing, efficiency and the normal operations of the Sanitation department.

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.

CMG/Branding Iron Handbook has a policy describing expectations related to employee attendance. Excessive absenteeism is addressed and I am going to remind you that you have exceeded the number of days allowed in the policy. Therefore, any further unexcused absences will result in immediate termination.

It is expected that your attendance pattern improve immediately and this improvement must continue to be seen going forward. We will continue to monitor your attendance and its compliance with the policy and if attendance concerns continue, we will take appropriate steps/actions as described above. I expect that your acknowledgement of the seriousness of this situation will result in a positive improvement in your attendance.

Employee Signature: Diel OJULU Date: 05-02-17

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

Manager's Signature: Tim Holt Date: 5/2/17