



"your workforce management & staffing experts"

EMPLOYEE WARNING NOTICE FORM

Employee Name: **Dorienne Fischer**

Date: **06-21-2018**

Manager Name: **Dick Lunser**

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: Dory bent the Heavy Load Back Rest on the forklift by having the shifter in the wrong position. This negligence caused damage to the forklift as well as the top of the overhead door.

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.

Dory must understand that working too fast of a pace or at a high speed when working with equipment/machinery can cause major damage as well as bodily harm or injury to herself as well as others in the area. Dory must take her time and work at the appropriate speed when operating equipment along with being aware of her surroundings and settings on the equipment. Dory must also take the time to get the job done properly and safely.

Employee Signature: *Dorienne Fischer* Date: 6/21/18

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

Manager's Signature: *Dick Lunser* Date: 6/21/18