



**EMPLOYEE WARNING NOTICE FORM**

Employee Name: **Mer Akuay**

Date: **3/20/2025**

Manager Name: **Dave Kauder**

Written Warning       First Written Warning       FINAL

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

- |   |  |
|---|--|
| <input type="checkbox"/> Tardiness                          | <input type="checkbox"/> Insubordination                       |
| <input type="checkbox"/> Leaving Work Early                 | <input type="checkbox"/> Failure to Follow Procedure           |
| <input type="checkbox"/> Absenteeism                        | <input type="checkbox"/> Failure to Meet Performance Standards |
| <input checked="" type="checkbox"/> <b>Policy Violation</b> | <input type="checkbox"/> Poor Work Quality                     |
| <input type="checkbox"/> Falsifying Company Documents       | <input type="checkbox"/> Other                                 |

**1. Details of Unsatisfactory Behavior/Actions:**

This letter serves as a formal warning regarding a violation of our Good Manufacturing Practices (GMP) policy. It has been observed that you were using your phone while on the production floor, which is strictly prohibited under our GMP guidelines. The use of mobile devices in this area poses potential risks to product safety, quality, and compliance with regulatory standards. Additionally, this is your second violation of GMP policies. As a reminder, all employees are expected to always adhere to GMP policies to ensure a safe and compliant work environment.

**2. The following immediate corrective action must be taken by the employee.**

**Failure to comply with this policy in the future may result in further disciplinary action, up to and including termination. Please consider this as a serious reminder of our company's commitment to GMP standards.**

Employee Signature: *Mer* Date: *03/20/25*

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

Manager's Signature: *David Kauder* Date: *3-20-25*