



EMPLOYEE WARNING NOTICE FORM

Employee Name: Floyd Mays

Date: 5/29/2026

Supervisor Name: Jenny Vanderwerf

☒ First Warning

☐ Second Warning

☐ Final Warning

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

☐ Tardiness to workstation

☐ Insubordination

☐ Damaged Equipment

☒ Failure to Follow Procedure

☐ Absenteeism

☐ Failure to Meet Performance Standards

☐ Policy Violation

☐ Poor Work Quality

☐ Falsifying Company Documents

☐ Other

Details of Unsatisfactory Behavior/Actions:

On 5/28/2026, it was observed that Floyd did not follow the proper procedure while transporting the wrap. The correct procedure is to place the wrap on a cart when moving it under the stairway, rather than carrying it by hand, to prevent injury to himself or others.

The following immediate corrective action must be taken by the employee:

To avoid further corrective action, including possible termination of assignment, Floyd must follow all proper procedures and safety protocols while working on the production floor to prevent injury to himself or his coworkers.

Employee Signature: Floyd Mays Date: 5/29/26

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

Manager's Signature: [Signature] Date: 06/01/26