



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Hicks Ketu**

Date: **December 27, 2019**

Manager Name: **Willie Klenk**

First Warning **Second Warning and FINAL** Other

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

- | | |
|---|--|
| <input type="checkbox"/> Tardiness | <input type="checkbox"/> Insubordination |
| <input type="checkbox"/> Damaged Equipment | <input type="checkbox"/> Failure to Follow Procedure |
| <input type="checkbox"/> Absenteeism | <input type="checkbox"/> Failure to Meet Performance Standards |
| <input checked="" 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: 1) Hicks has been spoken to many times regarding his excessive breaks. Coming back late from breaks makes it difficult for fellow co-workers to also get adequate breaks as they must stay and cover for you. Returning from break in a timely manner is required for your employment to continue. 2) On 12/10/19, Hicks received a Warning regarding his tardiness. It appears that Hicks is still not ready to start work at 3:20 pm. Hicks must understand the importance of following the proper policies and procedure. There will be no more warnings regarding policy violations. Hicks must adhere to all policies going forward. Any further infractions will result in immediate termination, as this behavior will no longer be tolerated.

Employee Signature:  Date: 12/30/19

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

Manager's Signature:  Date: _____