



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Hoang Chung**

Date: **03/29/2017**

Manager Name: **Pete Wernimont**

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: Failure to listen to her supervisor and telling other employees what to do and acting like the boss. Hoang has been sending people on break when it is not her responsibility to do so. She is also instructing other employees on how to do their jobs.

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.

Hoang is expected to only perform the jobs in her job description, unless she is asked to perform additional tasks by her supervisor. It is expected that all employees at Branding iron work together cooperatively and to behave courteously and politely to all employees. We ask that if Hoang speak to Nick directly if she is having problems instead of trying to solve problems on her own. She must refrain from telling others what to do and concentrate on doing her own job.

Employee Signature: HOANG CHUNG Date: 4-10-17

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

Manager's Signature: [Signature] Date: 4/10/17