



EMPLOYEE WARNING NOTICE FORM

Employee Name: Jeffery Phillips

Date: 5/27/2026

Supervisor Name: Dave Kauder

☒ First Verbal 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 Friday, 5/22/2026, Jeffery left work early without prior approval from the 2nd shift supervisor, which is a violation of the attendance policy. Additionally, this was the last scheduled production day before the holiday.

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

To avoid further corrective action, including possible end of assignment, and to remain eligible for future holiday pay, Jeffery must obtain supervisor approval before leaving work early.

Employee Signature: Jeffery Phillips Date: 5-28-26

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

Manager's Signature: Dave Kauder Date: 5-28-26