



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Jeremy Bliss**

Date: **January 8, 2021**

Manager Name: **Matt Heaton**

First Warning Second Warning **Other-ONLY**

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 checked="" type="checkbox"/> Failure to Follow Procedure |
| <input checked="" 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: **Jeremy has failed to adhere to the following policies and procedures: 1) Failure to clock in and/or out as per policy. 2) Failure to clock in and/or out for his 30-minute lunch break -this is considered theft of time. 3) Failure to properly call in when going to be absent from work. 4) Failure to arrive to work on time. Starting immediately, Jeremy must adhere to all the above polices.**

Jeremy must understand that punctuality and regular attendance are important to productivity and establishing a good work record. When others must cover for you, the overall workload is increased, and performance is compromised. Your pattern of excessive absenteeism and tardiness are unacceptable and cannot continue. Any further instance of unexcused absenteeism, tardiness, and failure to clock in and out properly will result in immediate release from Assignment at Branding Iron.

Employee Signature: Jeremy Bliss Date: 1/11/21

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

Manager's Signature: Matt Heaton Date: _____