



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Jesse Knettel**

Date: **August 1, 2019**

Manager Name: **Mark Reinarts**

First Warning Second Warning Other

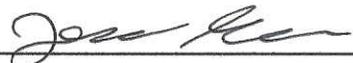
1. Your behavior/actions have been found unsatisfactory for the following reasons:

- | | |
|--|--|
| <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/Safety Violation | <input type="checkbox"/> Poor Work Quality |
| <input type="checkbox"/> Falsifying Company Documents | <input type="checkbox"/> Other |

1. Details of Unsatisfactory Behavior/Actions: Jesse failed to turn off the Frozen Grinder prior to dislodging a frozen block of LBT. This action violated the company's Safety Policy. As you are aware, the Company is committed to the safety of all its employees as well as its property and equipment. This action also caused damage to equipment and a monetary loss to the company.

**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.**

Jesse must follow all safety rules, regulation and guidelines. If necessary, further training will be given to assure this does not happen again in the future.

Employee Signature:  Date: 8-1-19

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

Manager's Signature:  Date: 8-1-19