



EMPLOYEE WARNING NOTICE FORM

Employee Name: John Santema

Date: 07/31/17

Manager Name: Matt Heaton

- 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 checked="" type="checkbox"/> Absenteeism | <input type="checkbox"/> Failure to Meet Performance Standards |
| <input 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: John has missed 8 days of work since his re-hire in April 2017. This is considered excessive absenteeism and is unacceptable. John must make every effort to be at work when scheduled. Any further unexcused absences will result in further discipline up to and including termination.

Employee Signature: Date: 8-1-17

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

Manager's Signature: Date: 8-1-17