



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Cleo Johnson**

Date: **July 12, 2021**

Manager Name: **Nick Rausch**

First Warning **Second Warning** **Other**

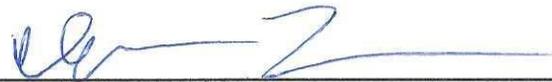
1. Your behavior/actions have been found unsatisfactory for the following reasons:

- 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: **It has come to our attention that you have been taking long lunch breaks on a regular basis as well as wandering off the line and going outside to smoke. One of the company's policies is to obey the lunch and smoke break policies. Punctuality and regular attendance are important to productivity and establishing a good work record. When others must cover for you in your absence, performance and production are compromised.**

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.

Cleo must not leave the line unless authorized to do so by a supervisor. Cleo must also adhere to the specific break times. To avoid further discipline, you must show immediate improvement in these areas.

Employee Signature:  Date: 7/13/21

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

 7/13/21