



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Joe Ballot**

Date: **February 28, 2025**

Manager Name: **Jenny Vanderwerf**

First Warning Second Warning Other- FINAL

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: This serves as a formal written warning regarding your recent attendance and punctuality issues. Over the past few weeks, you have called in multiple occasions to report that you will be late or unable to attend work.

While we understand that emergencies or unexpected events can sometimes arise, these repeated occurrences have caused a disruption to the workplace and have not met the expectations of timely attendance outlined in the company's attendance policy.

Please be reminded that consistent tardiness and absenteeism affect your team and the overall functioning of the company. You are expected to adhere to the company's attendance policies and maintain punctuality in order to fulfill your responsibilities effectively.

We encourage you to take immediate steps to address this issue.

This written warning is intended to notify you of the seriousness of the matter and to ensure that you understand the importance of adhering to the company's attendance policies. If there are further violations of the attendance policy, more severe disciplinary actions, up to and including Release of Assignment from Branding Iron.

Employee Signature: *Joe Ballot* Date: 3-3-25

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

Manager's Signature: *Jenny Vanderwerf* Date: 3-3-25