



**EMPLOYEE WARNING NOTICE FORM**

Employee Name: Kim Som

Date: 3-14-18

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

1. Details of Unsatisfactory Behavior/Actions: **On 12-4-17, Kim was given a Verbal Warning for not reporting a work injury in a timely manner. She was injured on 3-10-18 and did not report this until 3-14-18. This policy violation is unacceptable and cannot happen again.**

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.

**Kim must report any and all injuries that occur at work to her supervisor immediately. Any further instances of not reporting injuries timely will result in further discipline up to and including termination.**

Employee Signature: Kim Som Date: 3-14-18

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

Manager's Signature: [Signature] Date: 3-14-2018