



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Mahad Guled**

Date: **2/1/23**

Manager Name: **Jenny Vanderwerf**

First Warning

Second Warning

FINAL

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

Tardiness

Insubordination

Damaged Equipment

Failure to Follow Procedure

Absenteeism

Failure to Meet Performance Standards

Policy Violation

Poor Work Quality

Falsifying Company Documents

Other

1. Details of Unsatisfactory Behavior/Actions:

Mahad has been talked to multiple times for not wearing the appropriate hair coverings while working on the production floor. According to the Good Manufacturing Practices Policy: Item #5 Hairnets must cover the ears and must be worn at all times on the production floor. Item #6 Beard nets must be worn anytime you have visible facial hair.

2. The following immediate corrective action must be taken by the employee.

To avoid further discipline, Mahad needs to follow the Hair and Beard net policy as stated above. To avoid further discipline, up to and including Release of Assignment from Branding Iron.

Employee Signature: _____ Date: _____

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

Manager's Signature: _____ Date: **02/01/23**