



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Mark Johnson**

Date: **April 2, 2019**

Manager Name: **Mark Reinarts**

First Warning Second Warning Other: **FINAL**

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

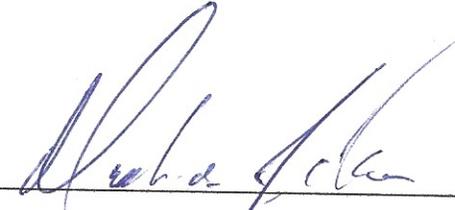
- | | |
|---|--|
| <input checked="" type="checkbox"/> Tardiness | <input checked="" type="checkbox"/> Insubordination |
| <input type="checkbox"/> Damaged Equipment | <input type="checkbox"/> Failure to Follow Procedure |
| <input type="checkbox"/> Absenteeism | <input type="checkbox"/> Failure to Meet 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: **Mark has been taking long lunch breaks for a prolonged time on a regular basis. When you take advantage of these long lunch hours by spending prolonged time at lunch and returning to work late, it becomes a clear violation of company policy.**

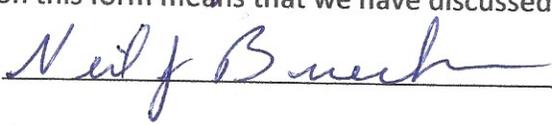
You have not asked for leave to cover these absences or notify anyone that you would be late returning from lunch. This behavior has also had a negative impact on co-workers.

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.

Due to the fact that Attendance and Punctuality is a condition of employment, starting immediately, Mark MUST obey the break policy. Failure to comply with the prescribed break policy will result in termination.

Employee Signature:  Date: 4-2-19

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

Manager's Signature:  Date: 4-2-19