



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Matt Weikert**

Date: **January 17, 2017**

Manager Name: **Nick Rausch**

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 checked="" type="checkbox"/> Failure to Follow Procedure |
| <input type="checkbox"/> Absenteeism | <input checked="" type="checkbox"/> Failure to Meet Performance Standards |
| <input type="checkbox"/> Policy Violation | <input checked="" type="checkbox"/> Poor Work Quality |
| <input checked="" type="checkbox"/> Falsifying Company Documents | <input type="checkbox"/> Other |

1. Details of Unsatisfactory Behavior/Actions: **On several occasions, Matt has failed to comply with the company's proper procedures in the Grinding area. On January 17, 2018 Matt claimed he completed the proper head check and noted this on the Grinding Sheet. After reviewing the cameras, it was verified that Matt did not complete the proper head check and he made a dishonest entry on the Grinding Sheet. By doing this, Matt knowingly falsified the company document. This action compromises the integrity of the products we provide to our customers.**

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.
These concerns regarding your job performance have been addressed several times but, unfortunately, the situation has not improved and is now becoming critical and cannot continue. Effective immediately, you are expected to comply with all of the company's policies and procedures. Failure to do so will result in immediate termination of your employment.

Employee Signature: Matthew Weikert Date: 1-18-18

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

Manager's Signature: Nick Rausch Date: 1-18-18