



EMPLOYEE WARNING NOTICE FORM

Employee Name: Matt Weikert

Date: November 08, 2018

Manager Name:

- 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 type="checkbox"/> Falsifying Company Documents | <input type="checkbox"/> Other |

1. Details of Unsatisfactory Behavior/Actions: On Thursday, November 8, 2018, Matt did not complete his first head check until 1:15pm. According to company policy, Matt is to complete his first head check between 9-10am. By not following the proper procedure at the correct time, it compromises the integrity of the product.

**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.**

Matt must complete the 2 head checks at the designated time every day and note the results on the daily grind sheet. Failure to do so will result in immediate termination. Due to the nature of this infraction, no additional warnings will be given.

Employee Signature: x Matthew Weikert Date: 11-21-18

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

Manager's Signature: Nick Radosch Date: 11/21/18