



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Michael Buersken**

Date: **August 2, 2019**

Manager Name: **Matt Heaton**

First Warning Second Warning Other: **FINAL**


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: It has been brought to our attention that Mike has been making comments to a female co-worker that have been as construed as sexually harassing. As Mike is aware, making such comments violates the company's Sexual Harassment Policy and cannot be tolerated. As a condition of continued employment, Mike must immediately comply with all Behavior and Standards of Conduct listed on page 19 and 20 in the Employee Handbook. Failure to comply with, or any further infractions, on or off the job, will result in immediate termination.

Employee Signature:  Date: 8-2-19

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

Manager's Signature:  Date: 8-2-19