



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Michael Schwartzman**

Date: **May 24, 2023**

Manager Name: **Jenny Vanderwerf**

- First Warning
- Second Warning
- Other-ONLY

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

- Tardiness
- Damaged Equipment
- Absenteeism
- Policy Violation
- Falsifying Company Documents
- Insubordination
- Failure to Follow Procedure
- Failure to Meet Performance Standards
- Poor Work Quality
- Other

1. Details of Unsatisfactory Behavior/Actions: It has been observed that despite various warnings, you still continue to use your cell phone on the production floor. Time and time again, it has been brought to your attention that using a cell phone on the production floor is strictly prohibited. Any further instances of this GMP policy violation will result in immediate Release of your Assignment at Branding Iron.

Employee Signature: *Michael Schwartzman* Date: 5/24/23

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

Manager's Signature: *Jenny Vanderwerf* Date: 5/24/23