



"your workforce management & staffing experts"

EMPLOYEE WARNING NOTICE FORM

Employee Name: **Natividad Velazquez**

Date: **May 9, 2019**

Manager Name: **Tim Holt**

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 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: **Natividad failed to wear her safety glasses while working, which resulted in an injury to her face when she opened a cabinet door and it hit her in the face. This action is considered a safety violation as she failed to follow and comply with the proper PPE procedure.**

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.

Natividad must always follow the proper PPE and safety guidelines as outlined in the Employee Handbook. Failure to do so will result in further discipline.

Employee Signature: TH Tim Holt *Natividad Velazquez* Date: 5/10/19

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

Manager's Signature: Tim Holt Date: 5/10/19