



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Ojulu Ojulu**

Date: **08/29/17**

Manager Name: **Matt Heaton**

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 type="checkbox"/> Failure to Follow Procedure |
| <input checked="" type="checkbox"/> Absenteeism | <input type="checkbox"/> Failure to Meet Performance Standards |
| <input 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: Ojulu has missed 6 days of work since his hire date of 03-24-17. This pattern of absenteeism is considered excessive and cannot continue. Ojulu must make every effort to be at work on a daily basis.

**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.**

Any further instances of absenteeism will result in Ojulu relinquishing his full time status in Grinding and he will be placed on an On-Call basis only in the Pack-Out area.

Employee Signature: Date: 8-29-17

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

Manager's Signature: Date: 8-29-17