



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Ojulu Okach**

Date: **July 30, 2018**

Manager Name: **Tim Holt**

First Warning Second Warning **Other- ONLY WARNING OF THIS NATURE**

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 checked="" type="checkbox"/> Serious mis-conduct |

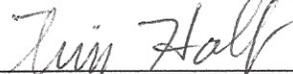
1. Details of Unsatisfactory Behavior/Actions: Ojulu was involved in a physical altercation with another employee. He was observed pushing a co-worker during a disagreement. Fighting, pushing and shoving at work is not allowed and will not be tolerated.

**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.**

Ojulu must understand that serious disciplinary action up to and including termination will be taken if any further instances of this nature occur again. You are expected to keep good relations with your co-workers as your cooperation with them is very important to the success of the company.

Employee Signature:  Date: 7/30/18

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

Manager's Signature:  Date: 7/30/18