



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Omot Abella**

Date: **06-12-18**

Manager Name: **Nick Rausch**

First Warning Second Warning Other

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

- | | |
|---|--|
| <input checked="" 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 type="checkbox"/> Policy Violation | <input type="checkbox"/> Poor Work Quality |
| <input type="checkbox"/> Falsifying Company Documents | <input type="checkbox"/> Other |

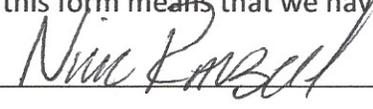
1. Details of Unsatisfactory Behavior/Actions: Omot has been late to work on many occasions. This tardiness is causing a hardship on co-workers and causing late start-up times. Omot has an important position here at Branding Iron and his proper time and attendance is crucial to operations. He must understand that it is vitally important that he show up to work on a timely basis every day.

**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.**

Omot must make every effort to be at work on time every day. If he is going to be late, he must call or text stating the time he can be expected at work. Any further instances will result in loss of his position, suspension and/or further discipline.

Employee Signature:  Date: 6-14-18

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

Manager's Signature:  Date: 6/14/18