



EMPLOYEE WARNING NOTICE FORM

Employee Name: Omot Karu

Date: 2/23/2026

Supervisor Name: Tim Holt

- First Verbal Warning** **Second Warning** **Final Warning**

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

- | | |
|---|--|
| <input type="checkbox"/> Tardiness to workstation | <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 |

Details of Unsatisfactory Behavior/Actions:

On Sunday 02/22/2026 you did not inform your supervisor that you were not coming to work. Missing time at work without proper notice puts strain on your supervisor and coworkers. Per our attendance policy you are required to notify your supervisor at least 2 hours prior to shift start if you are going to miss work that day.

The following immediate corrective action must be taken by the employee:

To avoid any further disciplinary action and / or up to termination of assignment, Karu must inform his supervisor immediately of him not coming to work. Please review our attendance policy. If you do not have a copy, one can be provided.

Employee Signature: *[Signature]* Date: 02-23-2016

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

Manager's Signature: *Tim Holt* Date: 2-23-2016