

EMPLOYEE WARNING REPORT

Today's Date: <u>11/10/16</u>	Violation Date: <u>11/10/16</u>
Employee's Name: <u>Richard Marshal</u>	
Department: <u>Pattres 2nd Shift</u>	

X	VIOLATION	X	VIOLATION
	Alcohol/Drug Use	<input checked="" type="checkbox"/>	Safety Violation
	Attendance	<input type="checkbox"/>	Substandard Work
	Attitude	<input type="checkbox"/>	Tardiness/Missed Punches
	Carelessness	<input type="checkbox"/>	Work Rule Violation
	Conduct	<input type="checkbox"/>	Fighting
	Disobedience	<input type="checkbox"/>	Other:

COMPANY STATEMENT & DETAILS	
<p><i>Richard has had 2 verbal warnings in the last week about putting legs on Formax Lift Backwards. Today he did it again so this is a written warning. If Richard puts a leg on the lift backwards again he will be moved back to backhoe or suspended.</i></p>	
By: <u>[Signature]</u>	Date: <u>11/10/16</u>
Department Manager	

EMPLOYEE STATEMENT	
I agree with the company statement: <input checked="" type="checkbox"/>	
I do not agree with the company statement: <input type="checkbox"/>	
Specifically:	
Employee Signature: <u>Richard M. Marshal</u>	Date: <u>11-10-16</u>