



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Ronevan Gonzaga**

Date: **12/09/2019**

Manager Name: **Mark Reinarts**

☐ First Warning ☐ Second Warning ☒ Other- FINAL

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

- | | |
|---|---|
| ☐ Tardiness | ☐ Insubordination |
| ☐ Damaged Equipment | ☒ Failure to Follow Procedure |
| ☐ Absenteeism | ☐ Failure to Meet Performance Standards |
| ☒ Policy Violation | ☐ Poor Work Quality |
| ☐ Falsifying Company Documents | ☐ Other |

1. Details of Unsatisfactory Behavior/Actions: **This is a warning as to the continuous negligence regarding the proper use of the inspection table. Despite proper training on the procedure of inspecting cheese, bacon, onion, etc. your performance in this area is not acceptable. Ronevan must understand that taking short cuts and not performing these tasks according to the proper procedures violates the Behavior and Conduct section of the Employee Handbook. Agreement to abide by these policies and procedures is a condition of your employment at Branding Iron. This negligence can also cost the company a substantial monetary loss.**

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.

Effective immediately, Ronevan must follow all company policies and procedures. Failure to do so will result in further discipline up to an including termination.

Employee Signature: Ronevan Gonzaga Date: 12/9/19

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

Manager's Signature: Mark Reinarts Date: 12-9-19