



**EMPLOYEE WARNING NOTICE FORM**

Employee Name: **Ronevan Gonzaga**

Date: **09/23/2019**

Manager Name: **Mark Reinarts**

**First Warning**                       Second Warning                       Other

**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 checked="" type="checkbox"/> <b>Failure to Follow Procedure</b> |
| <input type="checkbox"/> Absenteeism                                    | <input type="checkbox"/> Failure to Meet Performance Standards         |
| <input type="checkbox"/> Policy Violation                               | <input type="checkbox"/> Poor Work Quality                             |
| <input checked="" type="checkbox"/> <b>Falsifying Company Documents</b> | <input type="checkbox"/> Other   |

1. Details of Unsatisfactory Behavior/Actions: **On several occasions, Ronevan has not followed the proper procedure when performing a fat test. He has been observed using "fat tests" from other batches; ie; using the same sample. By doing this, Ronevan knowingly falsified company documents. This action also compromises the integrity of the products we provide to our customers.**

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.

**Ronevan is expected to comply with all policies and procedures pertaining to his job as a Grinder. We expect that this concern be taken seriously, and that Ronevan will follow all proper procedures and guidelines from this point forward. Due to the seriousness of this nature, Ronevan will receive a 1-day suspension without pay.**

Employee Signature: Ronevan Gonzaga Date: 9/23/19

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

Manager's Signature: [Signature] Date: 9-23-19