



EMPLOYEE WARNING NOTICE FORM

Employee Name: Rothmonee Pon

Date: 12/12/17

Manager Name:

- First Warning Written 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 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 checked="" type="checkbox"/> Other: Creating conflict in the workplace and disruption in the workplace. |

1. Details of Unsatisfactory Behavior/Actions:

On 12/11/17 Rothmonee and Sytha were seen and heard having an argument that started in the locker room and proceeded in the breakroom before their shift started. There were numerous other employees getting ready for their shift at this time. Rothmonee and Sytha were yelling at one another across the breakroom and engaging in an argument. At no point did neither party try to end the argument or notify a supervisor. Rothmonee and Sytha have been coached and verbally warned about similar situations between both of them in the past and both agreed they would not engage in this disruptive behavior and if it were to occur would seek a supervisor's assistance.

-Coaching-11/10/16

-Verbal-8/21/17

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.

-Rothmonee has been reminded of her job expectations and has been spoken to in the past regarding this type of behavior. If this continues, depending on situation, she could receive up to a final or assignment end. In the event there is an altercation with Rothmonee she will be sent home and further disciplinary action will occur.

Employee Signature: Robyn Polc Date: 12/12/17

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

Manager's Signature: Kyle Adill Date: 12/12/17