



EMPLOYEE WARNING NOTICE FORM

Employee Name: Sami Abdullahi

Date: 08/03/2017

Manager Name: Matt Heaton/Willie Klenk

First Warning Second Warning Other

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

- | | |
|---|---|
| <input type="checkbox"/> Tardiness | <input checked="" type="checkbox"/> Insubordination |
| <input type="checkbox"/> Damaged Equipment | <input checked="" 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 type="checkbox"/> Other |

1. Details of Unsatisfactory Behavior/Actions: Sami had been observed walking off the line without permission on more than one occasion. He also takes excessive breaks and spends too much time outside smoking.

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.

Sami must always ask for permission to leave the line. If permission is not granted at that time, he must not get upset with the lead and adhere to her request to remain on the line until she approves him to leave. Smoke breaks are only allowed on the scheduled break time; not when he is given permission to use the restroom. It is important that Sami follow the proper procedures to ensure that he is on the line as needed to get the work done timely. These matters have been discussed with Sami in the past and no improvement has been seen. Any further instances of insubordination will result in further discipline up to and including termination.

Employee Signature: Sami Abdullahi Date: 8-3-17

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

Manager's Signature: [Signature] Date: 8-3-17