



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Spencer Moon**

Date: **March 30, 2018**

Manager Name: **Nick Rausch**

First Warning-and ONLY 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"/> Failure to Follow Procedure |
| <input type="checkbox"/> Absenteeism | <input type="checkbox"/> Failure to Meet Performance Standards |
| <input checked="" 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: **Spencer has been observed eating candy on the production floor and he also has been taking excessively long breaks. Both of these instances are in direct violation of company policy and must be corrected immediately. Due to the fact that Spencer has worked at Branding Iron in the past, he is aware that this behavior is unacceptable. He also has a verbal warning regarding long breaks in his file from 3-30-16**

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.

Spencer must understand that the lunchroom is the only authorized place to consume any food or beverage and his break times must be followed to the minute. If Spencer is observed violating either of these policies again, he will be terminated immediately.

Employee Signature: *Spencer Moon* Date: *3-30-2018*

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

Manager's Signature: *Nick Rausch* Date: *3/30/18*