

# EMPLOYEE WARNING NOTICE FORM



Employee Name: Susanna Lasu

Date: 8/17/22

Supervisor Name: Cham Ouk

Hire Date: 9/13/13

- Verbal Warning                       Written Warning                       Final Warning  
 Coaching/Counseling Session                       Assignment End                       Termination

**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-Disruption in the workplace

**2. Details of Unsatisfactory Behavior/Actions:**

On 8/16/22 Susanna was upset at a co worker because the co worker didn't pick up some lids that had fallen. Susanna walked up to her co worker and shoved the lids in his face and continued to yell at co worker. Susanna was escorted by another co worker but Susanna continued to push the lid and yell at her co worker. Susanna should have notified her supervisor or line lead and not start an altercation with her co worker or showed aggression. This caused disruption in the workplace and caused the line to slow down due to employees breaking up the argument. This is unacceptable behavior and could have been avoided if Susanna followed the chain of command and notified her line lead or supervisor.

**3. Prior Warnings:**

Notification upon hire.

**4. The following immediate corrective action must be taken by the employee.**

Any further infractions regarding altercation with co-workers and causing disruption in the workplace will result in a written warning and/or assignment end.

Employee Signature: *Susanna Lasu* Date: 8/17/22

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

Manager's Signature: *Cham Ouk* Date: 8/17/22