



**EMPLOYEE WARNING NOTICE FORM**

Employee Name: Terrance Jones

Date: 7/27/20

Manager Name: Matt Heaton

First Warning                       Second Warning                       Last Warning

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

- Tardiness
- Damaged Equipment
- Absenteeism
- Policy Violation
- Falsifying Company Documents
- Insubordination
- Failure to Follow Procedure
- Failure to Meet Performance Standards
- Poor Work Quality
- Other

**1. Details of Unsatisfactory Behavior/Actions: : On 7/22/20 and 7/24/20 proper fat testing procedures were not followed. A new sample was not taken for the last batch and an old sample was rerun. This is a blatant disregard for proper procedure and will not be tolerated.**

**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.**

Follow all grinding procedures! Every batch every day! Fat testing is a critical part of the job and needs to be honest and accurate.

Employee Signature: [Signature] Date: 7-27-20

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

Manager's Signature: [Signature] Date: 7-27-20