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November 21, 2025

Corrective Action Notice
Employee: Tonya Anderson
Position: QA Technician

Reason for Corrective Action:

Tonya is currently under documented medical work restrictions, which includes a 10-lb lifting limit. On 11/20/2025, Tonya was observed lifting a 24-lb box and preparing to lift it overhead to place it on a pallet, which is outside of her assigned medical work restrictions. She was stopped before lifting it overhead. This action violates company safety procedures and may result in further injury to herself, as well as potential workers' compensation liability for the company.

This behavior puts the employee's health and recovery at risk and creates potential workers' compensation liability for the company. It also violates established company safety rules and medical compliance requirements that are in place to protect both the employee and the organization.

Going forward, Tonya must follow all assigned work restrictions at all times. If a task exceeds these restrictions, the employee is required to immediately request assistance or notify a supervisor. The employee may not perform lifting or any other tasks outside of their restrictions unless they receive medical clearance and the change is documented by Human Resources.

We understand that Tonya is trying to be helpful; however, it is important that she strictly follows her work restrictions to ensure her safety and recovery. If these restrictions are not followed in the future, further corrective action may be necessary.

Acknowledgment:

By signing below, you acknowledge that this discussion has taken place. Signature does not necessarily indicate agreement.

Employee Signature: Tonya Anderson Date: 11/24/25

Supervisor Signature: [Signature] Date: 11/24/25