



**EMPLOYEE WARNING NOTICE FORM**

Employee Name: **Victor Stafford**

Date: **October 18, 2017**

Manager Name: **Neil Bueckers**

First Warning                       Second Warning                       Other

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

- |   |   |
|---|---|
| <input type="checkbox"/> Tardiness                    | <input type="checkbox"/> Insubordination                        |
| <input checked="" 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: This written warning is being issued to Victor Stafford for negligence and carelessness resulting in damage to company equipment and product. On October 2, 2017, Victor left a meat hook in a grinder, walked away from the area and upon his return, did not remove the hook before starting up the grinder. This caused major damage to the grinder and its parts. Not only did it cause damage to the equipment, it was also a safety violation and could be dangerous to yourself and other employees. On October 18, 2017, Victor failed to verify the communication of what ticket he received from another grinder and in turn, the wrong product was used and the correct recipe was not followed. This miscommunication caused the wrong product to be run for the day.**

**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. Due to the fact that Victor has been fully trained in these areas and on these procedures, these violations are considered Careless Workmanship and are in violation of Company Policy. In both instances, this negligence has caused a monetary loss to the company and this behavior cannot continue. It is important that you understand that you must follow all proper procedures for operating grinding equipment and identifying proper materials that are to be used. At this time, Victor is being placed on a 30-60-90 day probation period. His job performance will be re-evaluated after 30-60 -90 days. If need be, additional training will be provided. He must also understand that any further instances may result in further discipline, up to and including termination.**

Employee Signature:  Date: 10/18/2017

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

Manager's Signature:  Date: 10-18-17