



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Walter Caywood**

Date: **10/2/23**

Manager Name: Jenny Vanderwerf

First Verbal Warning Second Warning FINAL

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: **Walter your behavior while struggling with the flow wrap machine was unacceptable. When struggling with the machine sometimes it's helpful to take a step back and take a deep breath, If, a supervisor comes to assist please remain calm and refrain from using profanity. Also leaving work without discussing with your supervisor is unacceptable, it tends to leave your team in a more stressful situation for the remainder of the shift.**

2. The following immediate corrective action must be taken by the employee. **To avoid further discipline, Walter needs to communicate more effectively with the team, avoid harsh language and follow supervisor instructions while working as a team to figure out flow wrap machine errors.**

Employee Signature: *Walter Caywood* Date: 10/3/23

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

Manager's Signature: *Jenny Vanderwerf* Date: 10/3/23