

EMPLOYEE WARNING REPORT

Today's Date: **October 10th, 2024** Violation Date: **October 10, 2024**

Employee's Name: **Eyasu Gebre**

Department: **Sanitation**

X	VIOLATION	X	VIOLATION
	Alcohol/Drug Abuse		Safety Violation
	Attendance		Substandard Work
	Attitude		Tardiness
	Carelessness	X	Work Rule Violation
	Conduct		Fighting
	Disobedience		Other:

COMPANY STATEMENT & DETAILS

Specifically: All sanitation employees were informed to stay busy working up to 5:55 a.m. if they wanted to get paid for 8 hours of work. They were instructed NOT to be sitting down in the pump room, breakroom, or sitting outside waiting for their 8 hours to end. Anyone not following this guideline will face disciplinary actions.

Eyasu was seen (on camera) leaving the front door at 5:43 a.m. on October 10th, 2024, and seen returning to the front entrance at 5:50 a.m. He proceeded to clock out at 5:53 a.m. This is unacceptable.

By: Kabon Siphachon
(Department Manager or General Manager)

Date: 10-11-24

EMPLOYEE STATEMENT

I agree with the company statement

I do not agree with the company statement

Specifically:

Employee Signature: Eyasu Gebre

Date: 10-11-24