



**EMPLOYEE WARNING NOTICE FORM**

Employee Name: **Wat Ochang**

Date: **09/07/17**

Manager Name: **Matt Heaton/Willie Klenk**

First Warning                       Second Warning                       Other

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

- |   |  |
|---|--|
| <input type="checkbox"/> Tardiness                    | <input checked="" type="checkbox"/> Insubordination            |
| <input type="checkbox"/> Damaged Equipment            | <input type="checkbox"/> Failure to Follow Procedure           |
| <input type="checkbox"/> Absenteeism                  | <input type="checkbox"/> Failure to Meet Performance Standards |
| <input 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: Wat was asked by his Supervisor-Willie Klenk- to assist on a different line. Wat refused to go and help out and he said that isn't a line he works on.**

**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.  
Wat must understand that he needs to work where he is asked to. Just because Wat has been on one line for a long period of time does not mean that he only works on that line. Saying "No" is a form of Insubordination and cannot and will not be tolerated. From now on Wat must work where he is directed to work and he must not have any negative comments regarding this. Any further incidents of this nature will result in further discipline up to and including termination.**

Employee Signature: X WAT OCHANG Date: 09/07/17

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

Manager's Signature: [Signature] Date: 9-7-17