



**EMPLOYEE WARNING NOTICE FORM**

Employee Name: Yannick Anon

Date: 3/30/2026

Supervisor Name: Jenny Vanderwerf

- First Verbal Warning**                       **Second Warning**                       **Final Warning**

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

- |   |  |
|---|--|
| <input type="checkbox"/> Tardiness to workstation     | <input 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 checked="" type="checkbox"/> Policy Violation  | <input type="checkbox"/> Poor Work Quality                     |
| <input type="checkbox"/> Falsifying Company Documents | <input type="checkbox"/> Other                                 |

**Details of Unsatisfactory Behavior/Actions:**

It has been observed by your supervisor on multiple occasions that Yannick has been taking extended break and lunch times. Our policy is that one 15 minute break will be provided within the 1<sup>st</sup> hours of your shift. Within 4 hours of your 15-minute break you will receive one 30-minute paid lunch. Anything longer than is a violation of our attendance policy.

**The following immediate corrective action must be taken by the employee:**

To avoid further disciplinary action and/end of assignment Yannick must show up on time ready to work his scheduled shifts, as well take only the allowed time for his break and lunch.

Employee Signature: \_\_\_\_\_ Date: 03/30/26

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

Manager's Signature: \_\_\_\_\_ Date: 03/30/26