



**EMPLOYEE WARNING NOTICE FORM**

Employee Name: Zachary Brengle

Date: May 8, 2017

Manager Name: Nick Rausch

First Warning                       Second Warning                       Other

**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:** Failure to inspect the cartons for use. Zachary needs to be aware of the cost of cartons that get thrown away. Zachary needs to use better judgement identifying the good vs bad cartons. If he is not sure, he needs to ask a lead, support or supervisor. By throwing away good cartons, Zachary is causing a monetary loss to the company. Failure to change this behavior could cause Zachary to not be given a future raise or possible termination. He needs to not get angry or yell on the production floor. If he is asked to do something, he needs to understand what is being asked and comply without negative comebacks.

**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.**

Zachary needs to pay better attention to the cartons he is throwing away. Only cartons with actual defects can be thrown. We need to see immediate improvement in this area.

Employee Signature: Zachary Brengle Date: 5/9/17

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

Manager's Signature: Nick Rausch Date: 5/9/17