



EMPLOYEE WARNING NOTICE FORM

Employee Name: **Joshua Gehlhar**

Date: May 10, 2022

Manager Name: Nick Rausch

First Warning *Verbal* 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: **Punctuality and Regular attendance are important to productivity and establishing a good work record. When others must cover for your absences, the workload is increased, and performance is compromised. Excessive absenteeism disqualifies you from future raises as well as earning company bonuses.**
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.
To avoid further discipline, up to and including Release of Assignment from Branding Iron, Joshua must find adequate transportation to work and communicate effectively with supervisors when not being able to make it to work for shifts.

Employee Signature: *Joshua Gehlhar* Date: 5-10-22

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

Manager's Signature: *Nick Rausch* Date: 5-10-2022