Employee Warning Notice



Employee Name:	Dona Marie Moreno	Warning Date: 3 Jul 2019

Designation: Virtual Assistant No. of Warning(s): WACHING

Violation(s)

■ Tardiness (Late w/o Notice) Creating a Disturbance

Unauthorized Absence Personal Work

AWOL Work Quality/Accuracy

Insubordination Work Quantity/Output

Conduct Willful Damage to Company Property Performance

Other - IT Policy Violation

Description of Violation(s)

Employee Guidelines: Please be mindful that all employees are expected to be punctual and arrive at work on time. If the cause for an employee coming in late is deemed unreasonable, such behaviour, if continued, may be grounds for disciplinary action up to and including dismissal.

Employee Contract: SECTION 5. Tardiness. - There shall be no allowance. Any tardiness will be subtracted or pro-rated from Employee's daily rate.

Despite the considerations given for May, Dona continued to display habitual tardiness on June 2019.

TARDINESS

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o Bear Family emergency reasons, I will be sending courtesy notification.

Consequence(s) of Future Infraction/Violation

Next instance of client complaint will lead progression of warning up to termination of employment.

I have read this Warning Notice and understand it.

Employee's Signature:

Date: 7 7 2019

Supervisor's Signature:

Date: 3 JUL '19

Witness' Signature:

Date: \$\\ 3/2019