



Employee Warning Notice

Employee Name: Leelan James E. Divarta

Warning Date: February 5, 2018

Designation: IT Officer

No. of Warning(s): 1st Written

Violation(s)

- | | |
|---|---|
| <input checked="" type="checkbox"/> Tardiness (Late w/o Notice) | <input type="checkbox"/> Creating a Disturbance |
| <input type="checkbox"/> Unauthorized Absence | <input type="checkbox"/> Personal Work |
| <input type="checkbox"/> AWOL | <input type="checkbox"/> Work Quality/Accuracy |
| <input type="checkbox"/> Insubordination | <input type="checkbox"/> Work Quantity/Output |
| <input type="checkbox"/> Conduct | <input type="checkbox"/> Willful Damage to Company Property |
| <input type="checkbox"/> Performance | <input type="checkbox"/> Other |

Description of Violation(s)

Unable to notify the office of tardiness on February 1, 2018.

* Policy on notifying absence / tardiness 90 minutes before the start of the shift.

Action/Improvement Plan

BE RESPONSIBLE & BE MINDFUL OF MY ACTIONS

Consequence(s) of Future Infraction/Violation

Further misconduct or violation(s) will result in disciplinary action, up to and including immediate termination.

I have read this Warning Notice and understand it.

Employee's Signature: _____

Date: 2/5/18

Supervisor's Signature: _____

Date: _____

Witness' Signature: _____

Date: 02/05/18