

## Employee Warning Notice

Employee Name: MORENO, DONA MARIE G.

Warning Date: August 14, 2017

Designation: VIRTUAL ASSISTANT

No. of Warning(s): 1st Written

## Violation(s)

- |  |   |
|--|---|
| <input 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 checked="" type="checkbox"/> Performance      | <input type="checkbox"/> Other                              |

## Description of Violation(s)

- Complaint from client (Chris Betts) about unsatisfactory performance - email attachment provided
- Net Promoter Score of 3 for July 2017 from client

## Action/Improvement Plan

- I will ask the deadline once I receive the task from the consultants / Chris Betts.
- Some consultants will not give any feedback about my work so I assumed everything's fine. Next time, I will do my best and send draft for them to know the status and design of each tasks.

## 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: [Signature]

Date: August 14, 2017

Supervisor's Signature: [Signature]

Date: 14 Aug '17

Witness' Signature: [Signature]

Date: 08/14/17