



## Employee Warning Notice

Employee Name: Leo Lisondra

Warning Date: 11/8/2016

Designation: Team Leader

No. of Warning(s): 1st written warning

## 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)

- Habitual tardiness

## Action/Improvement Plan

- Will come in on time -

## Consequence(s) of Future Infraction/Violation

- 2nd written warning and possible suspension -

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: 8 Nov '16

Supervisor's Signature: [Signature]

Date: 11/8/16

Witness' Signature: [Signature]

Date: 11/8/16