Employee Warning Notice



Employee Name: Roltaire Solis Warning Date: 23 Apr 2020

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

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

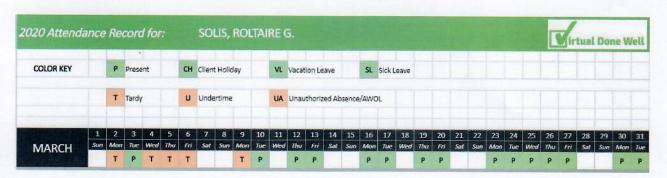
Performance Other – IT Policy Violation

Description of Violation(s)

Employ 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 clear expectation set during onboarding, coaching & consideration, Roltaire continued to incur incidences of tardiness in March.



Action/Improvement Plan

and travel to work regardless if it's a 7AM or 6AM shift.	
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Consequence(s) of Future Infraction/Violation	on
Next instance of client complaint will lead progress	sion of warning up to termination
employment.	
I have read this Warning Notice and understand it.	
Employee's Signature: Sgd.	Date: <u>23 Apr 2020</u>
Supervisor's Signature:	Date: 24 Apr 2020
Supervisor's Signature:	Date: 27 mg 2025
Witness' Signature:	Date:
Withess digitature.	
Hi sir Leo,	
I acknowledge the stated action plan as per our previous discussion.	
Kind regards, Roltaire Solis	
On Wed, 29 Apr 2020 at 16:02, Leo Angelo Lisondra lisondra@virtualdonewell.com wrote: Hi Roltaire,	
Kindly acknowledge indicated Action Plan on the attached. As discussed, you will wake up 1.5hrs prior to your shift to give you ample	e time to prepare and commute going to the office.
Kind Regards,	
Leo Angelo Lisondra Assistant Operations Manager, Virtual Done Well	
Leo Angelo Lisondra Assistant Operations Manager, Virtual Done Well Email <u>Lisondra@virtualdonewell.com</u> <mailto:evelyn@virtualdonewell.com> Skype leoangelo.lisondra</mailto:evelyn@virtualdonewell.com>	