



Notice of Disciplinary Action

Date/Time	Tuesday March 17 th , 2020
Employee Name	Anne Vu
Supervisor's Name	Andrew Bullock, Sr. Production Manager – North Americas

Description of the incident or the violation:

Unprofessional Conduct (Offensive Language)

Anne admitted to using offensive language on the shop floor.

Anne is also put on notice that it would not be appropriate for her to indicate to any employee that she is trying to get another employee fired. This would be considered a threat and would be subject to disciplinary action up to and including termination.

Is this a 1st Offense? Yes [] No [X] Prior disciplinary actions? No

Action Taken:

Verbal Warning - Unprofessional Conduct (Offensive Language)

Consequence if employee behaviour continues without improvement:

Professional Conduct is critical to ensure all employees at Alexander Dennis (Canada) Inc. work together in the spirit of Team work. Any further infractions will result in disciplinary action up to and including termination.

Your signatures does not represents that you agree or disagree with the Company's action but that the same has been explained and reviewed with you

Employee's Signature

A handwritten signature in blue ink, appearing to read "Anne Vu".

Date

2020-03-17

Date

Supervisor's Signature