



### **Notice of Disciplinary Action**

<b>Date/Time</b>	Wednesday May 20 <sup>th</sup> , 2020
<b>Employee Name</b>	Anne Vu
<b>Supervisor's Name</b>	Andrew Bullock, Sr. Production Manager – North Americas

#### **Description of the incident or the violation:**

##### ***Unprofessional Conduct (Insubordination)***

Anne was insubordinate towards her Manager Andrew Bullock by saying in an email "You signed the job to asked for helped and I did tried my best, ***you get what you get***, and you don't have to upset about it. I am apply for electrical/ Mechanical. Please let work what I apply for, this is the right things for you to do."

**Is this a 1<sup>st</sup> Offense? Yes [ ] No [ X ] Prior disciplinary actions? Yes verbal warning**

#### **Action Taken:**


**Written Warning – Unprofessional Conduct (Insubordination)**

#### **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**

  
\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Date**

2020-05-20.  
**Date**