



Notice of Disciplinary Action

Date/Time	Friday June 12 th , 2020
Employee Name	Anne Vu
Manager's Name	Andrew Bullock, Sr. Production Manager – North Americas

Description of the incident or the violation (s):

1. **Unprofessional Conduct (Insubordination)**
2. **Not being at your workstation ready to work at 5am**
3. **Sitting for long periods of time**
4. ~~Job Performance~~ Removed AS 06/12

1. **Unprofessional Conduct (Insubordination)**
Andrea Hood, Lead Hand, approaches you to start work and go to your workstation and you just walk away from Andrea.
2. **Not being at your workstation ready to start work at your 5am start time**
Andrea Hood, Lead Hand, approached you at 5:15am on Wednesday May 27, at 5:23am on Monday June 1st, at 5:10am on Tuesday June 2nd, at 5:10am on Tuesday June 9 and at 5:10am on Wednesday June 10th as you were not at your work station ready to work at your 5am start time.
3. **Sitting for long periods of time**
Andrea Hood, Lead Hand, approached you on Thursday May 28, on Friday May 29 and on Monday June 8 following complaints that you were sitting for more than 30 minutes each time when you should not be sitting and should put the parts away and leave the area
4. ~~Job Performance~~
~~On Wednesday June 3, you were asked to complete a stock check. The stock check took you three (3) days to complete when it would normally take one (1) day.~~

removed

AS 06/12

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

Action Taken:

Final Written Warning

1. **Unprofessional Conduct (Insubordination)**
2. **Not being at your workstation ready to work at 5am**
3. **Sitting for long period to time**
4. ~~Job Performance~~

AS 06/12

Consequence if employee behaviour continues without improvement:

This is a Final Written Warning.

The next step in our disciplinary process if no sustained improvement occurs is termination.

This discipline will remain active on your employee file for twelve (12) months from the date it was issued.

Your signatures does not represent that you agree or disagree with the Company's action but that this disciplinary action has been explained and reviewed with you.

Employee's Signature



Manager's Signature

Date



Date