

# ⚠ Warning Notice - ES-307

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## 📋 Employee Information

Field	Value
Employee Name	Amal Lastak
Story ID	ES-307
Warning Level	First Warning
Date Issued	January 6, 2025

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## 🔗 Story Reference

[View Story on Jira](#)

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## 📝 Task Description

Amal Lastak was responsible for **preparing the dataset** and building the **Email Classification Model**.

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## ✖ Reason for Warning

- Did not respond to messages for **more than 10 days**
  - No communication from **December 26, 2024** to **January 6, 2025**
  - No progress updates or reports provided
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## 🚫 Rules Violated

1. **Communication breach** - Did not respond for more than 1 week (Policy: maximum 7 days without response)
  2. **Failure to report** - Did not report any issues or blockers before the deadline
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## 👁 Evidence

