

TEAM MEMBER WARNING NOTICE

NAME		EMP. NUMBER	
LOCATION	DEPARTMENT	POSITION	DATE AND TIME OF VIOLATION

TYPE OF VIOLATION:		
<input type="checkbox"/> TARDINESS	<input type="checkbox"/> QUALITY OF WORK	<input type="checkbox"/> SAFETY
<input type="checkbox"/> ABSENTEESSISM	<input type="checkbox"/> QUANTITY OF WORK	<input type="checkbox"/> HARASSMENT
<input type="checkbox"/> INSURBORDINATION	<input type="checkbox"/> NEATNESS	<input type="checkbox"/> ILLEGAL SUBSTANCES
		<input type="checkbox"/> OTHER

VIOLATION INFORMATION	1. DETAILED DESCRIPTION OF CONDUCT THAT OCCURRED:
	2. HOW DOES THIS INTERFERE WITH THE WORK ENVIRONMENT, EMPLOYEE PERFORMANCE, NUSINESS OPERATIONS OR WELL-BEING OF OTHER EMPLOYEES?
	3. CITE THE RULE, POLICY, LAW OR REGULATION THAT WAS VIOLATED:

WARNING DECISION	1. CORRECTIVE ACTIONS TAKEN, IF ANY ARE NEEDED:
	2. EXPECTED IMPROVEMENT AND TIMETABLE, IF CORRECTICE ACTION TAKEN:
	3. CONSEQUENCES IF IMPROVEMENTS ARE NOT ACHIEVED BY DATE SPECIFIED:

ATTACH SEPARATE PAGE IF NEEDED FOR MORE DETAILED EXPLANATIONS

EMPLOYEE COMMENTS		
<p>The above warning notice had been discussed with me and I have been given the opportunity to respond and ask questions. I understand that if my performance or conduct does not improve or if other violations, occur I may be subject to disciplinary action, up to and including termination of employment. I further understand that my employment with CASEY AUTO GROUP is at will and may be terminated at any time by me or employer, with or without cause</p>		
EMPLOYEE SIGNATURE:	PRINTED NAME	DATE
GENERAL MANAGER	PRINTED NAME	DATE
HUMAN RESOURCES	PRINTED NAME	DATE
CORPORATE OFFICER	PRINTED NAME	DATE