☐ JMAC Resources ☐ JMAC Ready-Mix
☐ IHD Liquids ☐ IHD Solids
☐ JCO ☐ Pronghorn, LLC
☐ WDW ☐ _____

Company must be indicated above or form will be returned to individual completing it.

Employee Warning - Verbal

Employee Name:	
Date Warning Delivered On:	
Employee Title:	Division:
Supervisor:	

TYPE OF OFFENSE (PLEASE CHECK THE BEST OPTION THAT APPLIES):

☐ Tardiness/Leaving Early
☐ Absenteeism
☐ Substandard Work
☐ Insubordination
☐ Violation of Safety Policies-Cite: _____
☐ Violation of Company Policies-Cite: _____
☐ Rudeness to Customers
☐ OTHER: _____

With specific examples, describe the employees unsatisfactory performance/behavior:

This memo serves as a verbal warning concerning your violation of JMAC Resources and its Affiliates (the Company) _____ policy, see attached**.** On the following date(s) _____, you received verbal warning(s) that addressed your violation of the Company _____ Employee Policy.

You must demonstrate your compliance with the Company _____ policy effective immediately. This activity must not adversely affect job performance or the Company image in the Community.

A willingness and ability to meet and maintain the Company _____ Employee Policy is essential to your continued employment with the Company. Continued violations will result in further disciplinary actions up to and including separation from the Company.

_____* _____
Employee Signature Date

_____
Supervisor Signature Date

COPY DISTRIBUTION

☐ Employee ☐ Supervisor

☐ Wenatchee ☐ Human Resource

* Please note: Signing this form is **not** an acknowledgement that you agree with the action taken, only that you are acknowledging receipt of this notice.