

This notice serves as a warning to you that your performance with this Company does not come up to Ports Petroleum Company, Inc. standards. The below violations have been noted and are being made a part of your employee record.

Employee: \_\_\_\_\_ Date of Warning: \_\_\_\_\_

Unit #: \_\_\_\_\_ Date of Violation: \_\_\_\_\_

\_\_\_\_\_ Failure to control Company funds and/or merchandise

\_\_\_\_\_ Falsifying records or information

\_\_\_\_\_ Insubordination/work refusal

\_\_\_\_\_ Working under the influence or possession of drugs or alcohol while on duty

\_\_\_\_\_ Possession of weapons on Company property

\_\_\_\_\_ Failure to report absence

\_\_\_\_\_ Tardiness/failure to report to work at scheduled time

\_\_\_\_\_ Failure to follow directions of Supervisor

\_\_\_\_\_ Substandard quality or quantity of work

\_\_\_\_\_ Failure to complete reports promptly and accurately

\_\_\_\_\_ Discourteous treatment of customers

\_\_\_\_\_ Unacceptable appearance and/or conduct

\_\_\_\_\_ Failure to report defective equipment or safety hazard

\_\_\_\_\_ Failure to report injury or accident immediately

\_\_\_\_\_ Other-Explain \_\_\_\_\_

Comments & Corrective Action: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employee Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employee: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Witness: \_\_\_\_\_