

Bordeaux February, 19th 2019

Private and confidential

Subject : Written warning

Dear Mr/Mrs _____,

Presentation of situation:

On February 17, we regrettably witnessed further unacceptable behaviour from you.. (ex: harassment, insult, absences...)

We remind you that your supervisor gave you verbal warnings regarding this issue..

The nature of the unsatisfactory conduct was your continual lateness, persistent absenteeism, and neglect of duties on the shop floor.

Consequences:

These observations have not been supported, we are obliged to send you a warning constituting the sanction of the first step of our rules of procedure.

Following the disciplinary interview which you attended on January 12, I am writing to confirm the decision taken that you will be given a written reprimand under our Disciplinary Procedure.

This will be placed in your personal record file, but will be disregarded for disciplinary purposes after a period of six months, provided your conduct reaches a satisfactory level.

The likely consequence of insufficient improvement is dismissal

We expect to see an improvement in your punctuality and attendance, and a more professional approach to your work by February 28.

Yours sincerely,

The Management.

Océane COURALET - Marine LAFARGUE - Emma RIQUET - Valentine ROUX