

# Mabardy Oil Inc

## Employee Warning Notice

### Employee Information

Employee Name: Paul Robitaille  
Employee ID:  
Manager: Mike Lowry

Date: 4-13-22  
Job Title: Cashier  
Department: Newburyport Oil Stop.

### Type of Warning

First Warning       Second Warning       Final Warning

### Type of Offense

Tardiness/Leaving Early       Absenteeism       Violation of Company Policies  
 Substandard Work       Violation of Safety Rules       Rudeness to Customers/Coworkers  
 Other: ~~Sale to a minor~~ NOT ASKING FOR ID M

### Details

Description of Infraction:

Sale of tobacco to person under 21

Plan for Improvement:

must card everyone they must be 21 or older.  
take online course

Consequences of Further Infractions:

termination

### Acknowledgement of Receipt of Warning

By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

Paul Robitaille  
Employee Signature

April 13, 2022  
Date

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature (if employee understands warning but refuses to sign)

\_\_\_\_\_  
Date

# *Paul Robitaille*

Has successfully completed the training

Newburyport One Stop

99999

2022 Retail Tobacco MTS

