

Employee Warning Notice

Manager: Alana Odawa-Lindstone	Employee Name: Steffany Fiddler-Meekis		Date: June 12, 2024	
Type of Warning 1. Verbal Warning by the Employee's Supervisor 2. Letter of Counsel 3. Letter of Warning 4. Suspension Feason for Warning Tardiness/Leaving Early Absenteeism Violation of Company Policies Substandard Work Rudeness to Clients/Coworkers Violation of Safety Rules Other: Event Details Description of Infraction: During the week of June 3-7, 2024 Steffany Meekis-Fiddler was absent from her Victim Witness Liaison position. This was confirmed on Friday, June 7, 2024 by Steffany Meekis-Fiddler that she was in Sioux Lookout and did not contact the VWL Program Manager. Steffany Meekis-Fiddler stated that she forgot as she was stuck in Sioux Lookout from her medical. Plan for Improvement: Communicate with VWL Program Manager by email, text or phone call if I am going to be away from the office due to illness/emergency or other unexpected reasons. I will communicate honestly and	Employee ID:		Job Title: Victim Witness Liaison	
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3. Letter of Warning	Type of Warning			
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Consequences of Further Infractions:

If further infractions of absenteeism without notice to the VWL Program Manager or HR department will result in 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.

Employee: Soffany Mellas Fiddler Manager: Add awa - Lunistone Date: June 12/24