



# Ultimate



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# Productivity Planner Update

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jul 7 2018 while an employee is exposed to false testimony strict action is taken and a warning is issued a warning letter for giving false testimony is issued in the following cases when a certain employee gives false testimony based on some personal gain false testimony can also occur because of some past grudge or jealousy

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use the following employee warning notice email template as a point of reference and edit according to the type of misconduct make sure to include specific incidents that show how or when the employee committed a mistake at work and



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oct 31 2018 engaging in espionage shouting or throwing things at co workers in aggression disobeying direct orders from the supervisor any deliberate behavior that violates the terms of an employment contract any other conduct that causes damage to health and safety of individual him herself or co workers

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name it has come to our attention that you have not been following the safety guidelines set by our company safety is a top priority for us and we take it very seriously your negligence in this regard can put not only yourself

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