

# Employee Non-Compliance Alert

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## Employee Information

Name:	Jane Doe
Department:	Operations
Employee ID:	EMP-0325
Date:	2024-06-19

## Nature of Non-Compliance

Failure to adhere to organization's safety protocols when operating heavy machinery. Specifically, the employee did not properly wear the mandatory protective gear as outlined in section 4.2 of the employee handbook.

## Details of Incident

On 2024-06-18, during the afternoon shift, Jane Doe was observed operating forklift equipment without the required safety vest and helmet. The supervisor on duty issued an immediate verbal warning, and the employee was asked to rectify the situation. This is the second reported instance of non-compliance within the last three months.

## Required Actions

- Employee is required to undergo mandatory safety training within the next 7 days.
- Future non-compliance may result in further disciplinary action as per company policy.
- Employee to submit a written statement acknowledging the incident.

Employee Signature  
Supervisor Signature

Date: \_\_\_\_\_

## Important Notes

- This document is part of the employee's official HR records.
- All incidents should be documented promptly and accurately.
- Employees have the right to respond or provide additional context regarding the incident.
- Repeated non-compliance may lead to escalation up to termination.