



Reichel Foods, Inc.

Employee Warning Notice

SQ0014FO

R: 2

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Employee Information

Date: 02.26.15
Employee Name: Abdirizak Abdullahi
Job Title: production saniter
Manager/Supervisor: Isabel Martinez

Type of Warning

Verbal Warning
Written 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 taking an hour break 8:40 am to 9:40 am...on 02/26/15

Details

Description of Incident (Describe incident and list the date, time, and any witnesses present)

Abdirizk Abdullahi has been taking long breaks... Regular breaks are 25min.. I have address the issues to him about his breaks several times.

Plan for Improvement:

Abdiriak needs to take 2 breaks one break of 25 min will be at 9:15 am and 2nd break of 10 min at 12:30pm..

Consequences of Further Infractions:

will give abdirizak a written warning..

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/supervisor have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

Employee Signature

Abdirizak

Date

2/26/15

Manager/Supervisor

Isabel Garcia

Date

2/26/15

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

Date