



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 11/19/2015
Employee Name: Davin Sam
Job Title: Sanitation
Manager/Supervisor: Anthony Dahlke

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

Details

Description of Incident (Describe incident and list the date, time, and any witnesses present)
Davin Sam was asked by his Supervisor to help out in the Mv1 room after his job was completed in the MV2 room. It was explained to Davin that the other room was going to need help since the Orics 6 line was just starting to get cleaned due to maintenance work being done on the line. I asked James Littlefield to assist in asking all crew members from other rooms to go and help out in the MV1 room. Davin argued with James and his lead Mudhafer about having to go back to the mv2 room to finish up his work. His lead told him that the room was done and that production was already in the room and that he was needed in the MV1 room. Davin then decided to take off his gear and clocked out and went home.

Plan for Improvement:

Consequences of Further Infractions:
Davin will receive a written warning and possible suspension if he continues to display this type of behavior towards his co-workers. Leaving early without checking with his supervisors that all of the work is done and that it is ok for him to leave.

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 _____ Date 11-19-15
Manager/Supervisor _____ Date 11-19-15

Witness Signature (if employee understands warning but refuses to sign) _____ Date
Employee refused to sign Warning Notice AD 11-19-15

Anthony Dahlke

From: Anthony Dahlke
Sent: Thursday, November 19, 2015 6:22 AM
To: Jamie Sorensen
Cc: Darryl Conley
Subject: Davin Sam

This morning around 5:05am to 5:10am Davin Sam was asked by James Littlefield to help out the MV1 room finish up the room. The Room was late due to maintenance working on the Orics 6 line the entire night and the crew was unable to start cleaning the line until 4:30am. Davin was asked by James to go to the MV1 room and help out. James was asked by his Supervisor to ask the Mv2 room crew to come and help out the room since they needed more people to get the room done as fast as possible. Davin argued with James about having to go back to the MV2 room and finish up in the room. His lead Mudhafer Afram was in the break room area at this time and said to both of them that the MV2 room was already done and that production was already in the room setting up. Davin then took off his gear and clocked out and left without being instructed that his work was done. Davin was asked earlier by me to go to the Mv1 room before he left the MV2 room and went to the break room. I had asked him to help out the room and explained to him that it would have only been for a short amount of time. Instead he decided to argue with James and his lead Mudhafer and clocked out, showing a behavior that should not be tolerated. Davin Sam will be receiving disciplinary action tonight for this type of behavior and will be informed that this will not be tolerated. We will go over his job description and what it means to work in the sanitation department and what is to be expected of all sanitation employees.

Anthony Dahlke,
Sanitation Supervisor
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