



# Reichel Foods, Inc.

## Employee Warning Notice

### Employee Information

Date: 9/14/2020  
Employee Name: Mohamed Abdulle  
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 Insubordination

### Details

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

At the beginning of the shift 9/11/2020, Mohamed Abdulle was seen not wearing his mask upon entering the building. He then proceeded to walk around the break room without a mask on. Mohamed has received a written warning for not following the company mask policy on 8/20/20. Mohamed was also seen 2 days earlier on 9/9/20 not wearing a mask while drinking and wearing a smock that are also against company policy.

#### Plan for Improvement:

Mohamed needs to make immediate improvement on following the company policy and wearing his mask at all times. Mohamed must have a mask on upon entering any Reichel Foods facilities and must have his mask on appropriately at all times while in the facility. If seen trying to enter the building Mohamed may be sent home until he returns with a mask.

#### Consequences of Further Infractions:

If further infractions are to occur, Mohamed will receive further disciplinary action which will include termination of his position here at Reichel Foods.

### 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

Manager/Supervisor

Date

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

Date

# Performance Log for Mohamed Abdulle

Date	Pos/Neg	Category	Action Description
12/26/2019	Negative	Communication	<p>Mohamed had been speaking to Jemima in a tone that was perceived by her as not respectful. Mohamed had been telling her that she needed to do certain tasks and speaking to her in a loud volume. I spoke with him about being respectful and speaking in a moderate tone. I also spoke with the team about making sure that when there are issues they bring them up with the lead and supervisor and the issues will be resolved by leadership.</p>
1/19/2020	Negative	Performance	<p>Mohamed has been trained on the Conveyor #1 of Mv1 and was given instruction to help put the conveyor guards back on after QA had passed the room. Mohamed did not tighten down all of the bolts and he also put the top guards on in the incorrect position. Mohamed has been talked to about making sure he is following all procedures and also to check over his work. Mohamed has been told that there will be follow up to making sure that he is following the correct process and also to make sure that he understands each step in the process.</p>
5/13/2020	Negative	Performance	<p>Mohamed was seen not wearing his mask in the MV1 room when QA walked into the room. Melissa asked Mohamed to put on his mask and he said that he did not have one and put on his beard net instead. Melissa then reported this to me and I spoke with Mohamed about wearing a mask and that is his becomes damaged or too wet to wear that he needs to let his Supervisor know right away. I also told him that it was policy and procedure to have the masks on when water and chemicals are not in use and also when going outside of the rooms for anything.</p>
5/14/2020	Negative	Performance	<p>Again, Mohamed was seen by QA at Inspection not wearing his mask correctly and barely covering his face. Mohamed was spoken to again about this process and this time he was told that if anyone reports he is not wearing his mask he may receive disciplinary action as he has already been coached and retrained on the process over the last 3 consecutive days.</p>

Date	Pos/Neg	Category	Action Description
8/4/2020	Negative	GMP's	<p>Mohamed was seen not wearing his mask again in the hallway and break room. He also did not walk thru the boot scrubber before entering the break room. Mohamed has been spoken to and trained on both of the company policies and processes. He will receive disciplinary action for these violations.</p>
8/4/2020	Negative	GMP's	<p>Mohamed was seen by QA during Pre-Op. inspection not wearing his mask enough to cover his mouth and nose. QA informed the Supervisor and Mohamed was instructed to follow company policy by wearing his mask properly.</p>
8/19/2020	Negative	GMP's	<p>At 3:45am in the break room and locker room, Mohamed was seen not wearing his mask while drinking and going back and forth to the water cooler. He then was seen coming out of the restroom and into the locker room without a mask at all. He was asked to put on a mask by QA. Mohamed has already received disciplinary action for not wearing a mask prior to this and will be informed that if he is seen again disciplinary action will be taken again and will result in a written warning.</p>
8/20/2020	Negative	GMP's	<p>Mohamed was given a written warning for again not following the company policy of wearing his mask. He has been given instructions on this and was seen violating the policy again. Brian Medes issued the disciplinary action to Mohamed and he was informed that continuing to violate the company policy would lead to progressive disciplinary action which could include up to termination of his position.</p>