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# Reichel Foods, Inc. Employee Warning Notice

*James  
1/22/2021*

### Employee Information

Date: 1/21/2021  
Employee Name: Saidi Farah Yete  
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)

Saidi was seen stepping on a blue pallet to work on the dispenser in the Mv2 room. Stepping on blue pallets is a violation of Safety Rules as it can lead to slipping and falling. There are step stools available in the rooms for employees to use. Saidi was also seen not properly following cleaning procedures as he dropped several equipment on the floor and did not properly use goggles while sanitizing and did not change his PPE after being contaminated from touching the floor. The improper procedure with goggles and not changing PPE was seen on camera at least 2 times. All GMP violations and the Safety violations were seen on camera Tuesday morning 1/19/2021.

#### Plan for Improvement:

Saidi will follow all Safety procedures at all times and use step stools to work in hard to reach tall areas. Saidi will wear all PPE while working with any chemicals. Saidi will follow all GMP's and change his gear and wash hands when contaminated from touching floors.

#### Consequences of Further Infractions:

If further infraction occur Saidi will receive progressive Disciplinary Action which may include up to termination of position 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 *Saidi* Date 1/21/21  
Manager/Supervisor *[Signature]* Date 1/21/21  
Witness Signature (if employee understands warning but refuses to sign) \_\_\_\_\_ Date 1/21/21



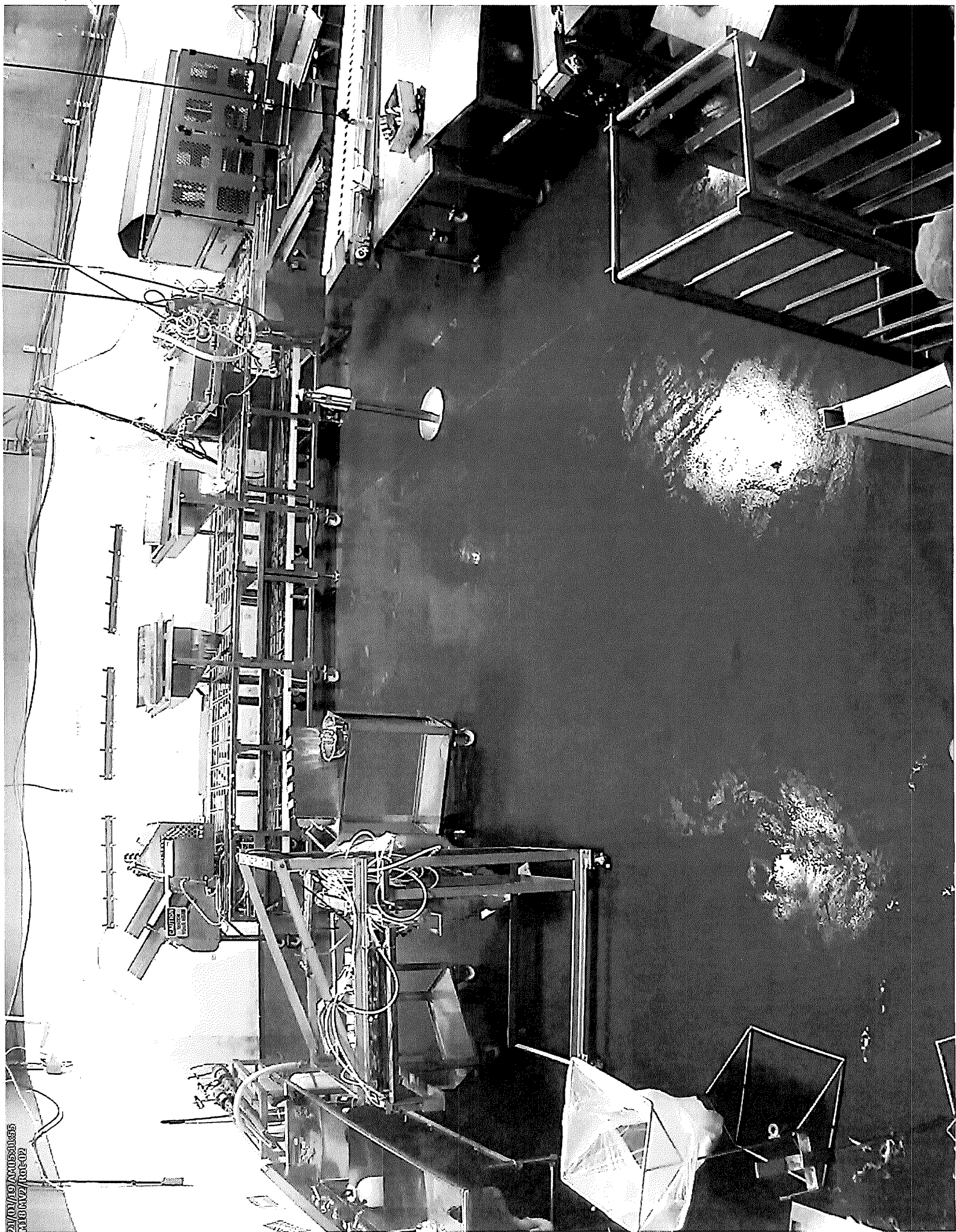
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M18 M27 ROT-02



2/10/19 AM 05:17:45  
K10112/ROF-02



21/01/19 AM 04:55:58  
K18 M27 Rot-02



21/07/19 AV0851055  
MIB M07/ROT-02