

# EMPLOYEE WARNING NOTICE FORM

Employee Name: Chengseng Yang

Date: 2/9/2021

Supervisor Name: Kendra Lunt

Hire Date: 3/4/2020

- Verbal Warning                       Written Warning                       Final Warning  
 Coaching/Counseling Session       Assignment End                       Termination

**1. Your behavior/actions have been found unsatisfactory for the following reasons:**

- Tardiness                                       Insubordination  
 Damaged Equipment                       Failure to Follow Procedure  
 Absenteeism                                       Failure to Meet Performance Standards  
 Policy Violation                               Poor Work Quality  
 Falsifying Company Documents       Other

**2. Details of Unsatisfactory Behavior/Actions:**

Unexcused absence on 2/8/2021

**3. Prior Warnings:**

3/18/2020 – Written for attendance  
5/6/2020 – Verbal for attendance  
5/7/2020 – Verbal for attendance  
7/22/2020 – Notification for attendance  
7/23/2020 – Verbal for attendance  
8/3/2020 – Written for attendance  
8/4/2020 – Written for attendance  
8/25/2020 – Written for attendance  
8/26/2020 – Written for attendance  
11/30/2020 – Verbal for attendance  
12/1/2020 – Verbal for attendance  
1/26/2021 – Written for attendance

**4. The following immediate corrective action must be taken by the employee.**

**Failure to do so will result in further disciplinary action up to and including termination.**

2 months from call in date = 4/8/2021

Failure to do so could result in possible final warning / possible assignment end.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Your signature on this form means that we have discussed the situation(s).

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Your **REICHEL FOODS, INC. SUPERVISOR** will give you as much advance notice as possible about any overtime requirement. Overtime is based on each hour over 40 worked in a regular work week (Monday-Sunday). If you are unable to work Saturday and/or Sunday, employee must fill out a Time Off Request form before Thursday and submit to Reichel Foods, Inc. Supervisor for approval. Time Off Requests approved for Saturday and Sunday does not affect your attendance record or vacation usage.



## ATTENDANCE

ESSG and **REICHEL FOODS, INC.** need a reliable workforce. When you are on the job and on time each working day, you contribute to the team effort and the continuous workflow. When you are absent or tardy, even for a valid reason, it places an extra burden on other ESSG Associates/**REICHEL FOODS, INC. TEAM MEMBERS** and could reduce the quality of the finished product or service at **REICHEL FOODS, INC.**

ESSG Associates are expected to be at their workstations ready to begin work at their assigned start time. You are also expected to remain on the job during working hours. If you wish to leave the premises for any reason, you must receive permission from your **REICHEL FOODS, INC. SUPERVISOR**. Your attendance record is part of your total work record, and could affect your future with ESSG and **REICHEL FOODS, INC.**



## TARDINESS AND ABSENCE REPORTING

**Absenteeism and tardiness are the most common reasons for removal from assignments at Reichel Foods, Inc. Make it a priority to be on time and at work every day that you are assigned.**

In the event you are unable to be at work or will be tardy, you are expected to call the Absent and Tardy Phone Line before the start of your shift, or, in the case of any emergency, as soon as possible. The telephone number for the Absent and Tardy Phone Line is: (507) 923-4957. Attendance and punctuality are of great importance to our company and our customers. As an employee, your contribution to the success of the organization is very important. Absenteeism and tardiness place a burden on other employees, on the overall operations of the business, and most importantly on our customers. While the company recognizes that there are times that necessitate being away from your assigned duties, each employee must appropriately balance the needs of the business with their personal needs. To ensure a consistent application, the following policies have been established. These policies are intended to further clarify and define the attendance/punctuality expectations that are outlined in the Employee Handbook.

Because it is our desire to build a responsible workforce, we have chosen to implement a "No Fault" attendance policy. With this policy, employees need not bring in excuses. All absences and tardies are recordable for purposes of determining excessive absenteeism or tardiness under this policy. Absences resulting from conditions that are determined to qualify for leave under the federal Family and Medical Leave Act (FMLA) are not counted as absences under the

“No Fault” policy.

The Company’s “No Fault” policy allows an employee with one year seniority to be absent (7) days in a twelve (12) month period in excess of the Employee’s properly utilized vacation days for that period. In addition, this policy allows an employee seven (7) tardies in a twelve (12) month period. Tardies include late arrivals, unexcused late arrivals, and/or missed punches. Employees who have one year or more of service, but who are eligible for vacation, will be allowed up to seven (7) days of absence in a twelve (12) month period. Missing more than seven (7) days, apart from vacation days, is considered “Excessive Absenteeism.”

For the purpose of determining “Excessive Absenteeism” for employees with less than one year of service, the Company will prorate the number of absences allowed per year on a monthly basis (for example: missing more than two (2) days in a three (3) month period would be considered excessive absenteeism).

Any employee who fails to maintain an acceptable attendance record by falling into the “Excessive Absenteeism” categories described above, or who engages in excessive tardiness, will be subject to disciplinary action, up to and including termination. Excessive absenteeism or tardiness may also affect future promotions, job transfers, compensation, and eligibility for vacation time.

If an employee is absent from work for one (1) day without calling the absent/tardy phone line, the employee may be subject to disciplinary action, up to and including termination or voluntary quit, effective the last day worked by the employee.



## **SAFETY RULES AND RESPONSIBILITIES**

Safety is everyone’s job while on assignment at Reichel Foods, Inc. It is important for you to learn and follow all safety procedures for your job. Any near miss or injury, regardless of its severity, must be reported to your supervisor. A near miss is an incident in which no property was damaged and no personal injury was sustained, but where, given a slight shift in time or position, damage or injury easily could have occurred.

As an employee, you must accept responsibility for safety. These responsibilities include:

1. Follow department and plant safety practices.
2. Be familiar with all safety rules that directly pertain to your job and comply with them.
3. Report accidents and injuries to your Supervisor or Lead immediately no matter how minor.
4. First Aid must be obtained for any injury, no matter how slight.
5. Employees are required to provide cooperation and information for accurate accident investigations. Our goal is to prevent a recurrence of a similar incident.
6. Notify your Supervisor, Operations Manager or Safety Supervisor of any close calls, unsafe acts or conditions immediately.
7. Horseplay or unsafe acts are strictly forbidden. Example: Throwing product is considered an unsafe act. Willful horseplay or unsafe acts will be grounds for

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Date: 2/9/2021

Supervisor Name: Kendra Lunt

Hire Date: 3/4/2020

- Verbal Warning                       Written Warning                       Final Warning  
 Coaching/Counseling Session       Assignment End                       Termination

## 1. Your behavior/actions have been found unsatisfactory for the following reasons:

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## 2. Details of Unsatisfactory Behavior/Actions:

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## 4. The following immediate corrective action must be taken by the employee.

Failure to do so will result in further disciplinary action up to and including termination.

2 months from call in date = 4/8/2021

Failure to do so could result in possible final warning / possible assignment end.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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# EMPLOYEE WARNING NOTICE FORM

Employee Name: Chengseng Yang Date: 2/9/2021

Supervisor Name: Kendra Lunt Hire Date: 3/4/2020

- Verbal Warning                       Written Warning                       Final Warning  
 Coaching/Counseling Session       Assignment End                       Termination

**1. Your behavior/actions have been found unsatisfactory for the following reasons:**

- Tardiness                                       Insubordination  
 Damaged Equipment                       Failure to Follow Procedure  
 Absenteeism                                       Failure to Meet Performance Standards  
 Policy Violation                               Poor Work Quality  
 Falsifying Company Documents       Other

**2. Details of Unsatisfactory Behavior/Actions:**

Unexcused absence on 2/8/2021 and 2/9/2021

**3. Prior Warnings:**

3/18/2020 – Written for attendance  
5/6/2020 – Verbal for attendance  
5/7/2020 – Verbal for attendance  
7/22/2020 – Notification for attendance  
7/23/2020 – Verbal for attendance  
8/3/2020 – Written for attendance  
8/4/2020 – Written for attendance  
8/25/2020 – Written for attendance  
8/26/2020 – Written for attendance  
11/30/2020 – Verbal for attendance  
12/1/2020 – Verbal for attendance  
1/26/2021 – Written for attendance

**4. The following immediate corrective action must be taken by the employee.**

**Failure to do so will result in further disciplinary action up to and including termination.**

2 months from call in date = 4/8/2021

Failure to do so could result in possible final warning / possible assignment end.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Your signature on this form means that we have discussed the situation(s).

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NENS CMB office mailed 2/15/21

# EMPLOYEE WARNING NOTICE FORM

Employee Name: Chengseng Yang

Date: 1/27/2021

Supervisor Name: Kendra Lunt

Hire Date: 3/4/2020

- Verbal Warning                       Written Warning                       Final Warning  
 Coaching/Counseling Session       Assignment End                       Termination

## 1. Your behavior/actions have been found unsatisfactory for the following reasons:

- Tardiness                                       Insubordination  
 Damaged Equipment                       Failure to Follow Procedure  
 Absenteeism                                       Failure to Meet Performance Standards  
 Policy Violation                                       Poor Work Quality  
 Falsifying Company Documents                       Other

## 2. Details of Unsatisfactory Behavior/Actions:

Unexcused absence on 1/26/2021

## 3. Prior Warnings:

3/18/2020 – Written for attendance  
5/6/2020 – Verbal for attendance  
5/7/2020 – Verbal for attendance  
7/22/2020 – Notification for attendance  
7/23/2020 – Verbal for attendance  
8/3/2020 – Written for attendance  
8/4/2020 – Written for attendance  
8/25/2020 – Written for attendance  
8/26/2020 – Written for attendance  
11/30/2020 – Verbal for attendance  
12/1/2020 – Verbal for attendance

## 4. The following immediate corrective action must be taken by the employee.

**Failure to do so will result in further disciplinary action up to and including termination.**

**2 months from call in date = 3/26/2021**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Your signature on this form means that we have discussed the situation(s).

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NCS to CMG office. Mailed 2/1/2021

# EMPLOYEE WARNING NOTICE FORM

Employee Name: Chengseng Yang

Date: 8/28/2020

Supervisor Name: Kendra Lunt

Hire Date: 3/4/2020

- Verbal Warning                       Written Warning                       Final Warning  
 Coaching/Counseling Session                       Assignment End                       Termination

**1. Your behavior/actions have been found unsatisfactory for the following reasons:**

- Tardiness                                       Insubordination  
 Damaged Equipment                       Failure to Follow Procedure  
 Absenteeism                                       Failure to Meet Performance Standards  
 Policy Violation                                       Poor Work Quality  
 Falsifying Company Documents                       Other

**2. Details of Unsatisfactory Behavior/Actions:**

Unexcused absence on 8/25/2020, 8/26/2020

**3. Prior Warnings:**

3/18/2020 – Written for attendance  
5/6/2020 – Verbal for attendance  
5/7/2020 – Verbal for attendance  
7/22/2020 – Notification for attendance  
7/23/2020 – Verbal for attendance  
8/3/2020 – Written for attendance  
8/4/2020 – Written for attendance

**4. The following immediate corrective action must be taken by the employee.**

**Failure to do so will result in further disciplinary action up to and including termination.**

**2 months from call in date = 10/26/2020**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Your signature on this form means that we have discussed the situation(s).

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mailed and filed in personal folder 9/3

# EMPLOYEE WARNING NOTICE FORM

Employee Name: Chengseng Yang

Date: 8/5/202

Supervisor Name: Kendra Lunt

Hire Date: 3/4/2020

- Verbal Warning                       Written Warning                       Final Warning  
 Coaching/Counseling Session       Assignment End                       Termination

**1. Your behavior/actions have been found unsatisfactory for the following reasons:**

- Tardiness                                       Insubordination  
 Damaged Equipment                       Failure to Follow Procedure  
 Absenteeism                                       Failure to Meet Performance Standards  
 Policy Violation                               Poor Work Quality  
 Falsifying Company Documents       Other

**2. Details of Unsatisfactory Behavior/Actions:**

Unexcused absence on 8/3/2020 and 8/4/2020

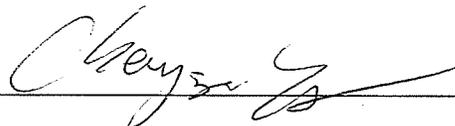
**3. Prior Warnings:**

- 3/18/2020 – Written for attendance  
5/6/2020 – Verbal for attendance  
5/7/2020 – Verbal for attendance  
7/22/2020 – Notification for attendance  
7/23/2020 – Verbal for attendance

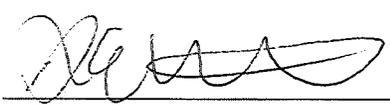
**4. The following immediate corrective action must be taken by the employee.**

**Failure to do so will result in further disciplinary action up to and including termination.**

~~2 months from call in date = 10/4/2020~~

Employee Signature:  Date: \_\_\_\_\_

Note: Your signature on this form means that we have discussed the situation(s).

Manager's Signature:  Date: 8/24/20

Please sign and return to CMH office

# EMPLOYEE WARNING NOTICE FORM

Employee Name: Chengseng Yang

Date: 8/5/2020

Supervisor Name: Kendra Lunt

Hire Date: 3/4/2020

- Verbal Warning                       Written Warning                       Final Warning  
 Coaching/Counseling Session       Assignment End                       Termination

**1. Your behavior/actions have been found unsatisfactory for the following reasons:**

- Tardiness                                       Insubordination  
 Damaged Equipment                       Failure to Follow Procedure  
 Absenteeism                                       Failure to Meet Performance Standards  
 Policy Violation                               Poor Work Quality  
 Falsifying Company Documents       Other

**2. Details of Unsatisfactory Behavior/Actions:**

Unexcused absence on 8/3/2020 and 8/4/2020

**3. Prior Warnings:**

3/18/2020 – Written for attendance

5/6/2020 – Verbal for attendance

5/7/2020 – Verbal for attendance

7/22/2020 – Notification for attendance

7/23/2020 – Verbal for attendance

**4. The following immediate corrective action must be taken by the employee.**

**Failure to do so will result in further disciplinary action up to and including termination.**

2 months from call in date = 10/4/2020

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Your signature on this form means that we have discussed the situation(s).

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mailed ⇒ Filed on 8/10/20