



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 4-8-13
Employee Name: Yahya Rah-zem
Job Title: Sanitation
Manager/Supervisor: Darryl Paul Carter JR

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)

Yahya and Yar Kang had an argument about religion on 4-6-13 around 12:00 AM; GMP Monitor witnesses (no name) this is the 2nd time first time was on 3-23-13

Plan for Improvement:

Yahya will not talk about religion when he is working or work place

Consequences of Further Infractions:

next time will result in written warning

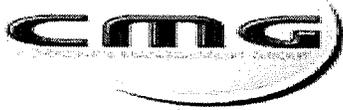
Acknowledgement of Receipt of Warning

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.

YR
Employee Signature 4-9-13
Date

Manager/Supervisor 4-9-13
Date

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



Disciplinary Report Form

| | | |
|---------------------------------------|---------------------------------|--------------------------------------|
| Employee name: Yahya Raheem | Hire Date: 10/25/2010 | Job title: Sanitation |
| Department: Production | Shift: 1st | Supervisor: Jamie Sorenson |

Offense track: Performance issue Work rule violation, **Work rule violated, if any:**

Type of offense: Absenteeism Tardiness Misuse of property/equipment Using property/equipment for personal use Leaking confidential information Theft or fraud Lying or cheating Falsifying company documents Eating in undesignated areas Smoking in undesignated areas Posting items without permission Spreading gossip Using vulgar language Horseplay Bringing weapon onsite Bringing illegal drugs/alcohol onsite Failing to follow instructions Poor work quality Poor work quantity Refusing to work Sleeping on the job Poor hygiene Poor housekeeping Disregarding dress code Other Threatening or creating conflict w/ coworkers

Indecent behavior
 Disruption in the work place
 Unsafe behavior

Incident description: (Describe actions, behavior, or incident; date(s); time(s); place(s); witness(es) and his/her observations; impact(s) of actions, behavior, or incident; employee's responses immediately after the incident and other significant conversations; employee's previous related training or counseling; and other relevant facts.)

On 9/14/17 Yahya approached Gerson upset and accusing him of not knowing how to do his job and agitated because Gerson had not sent his line to break at the original break time of 9:30am due to the machine being broke down. Gerson was trying to finish the hopper before they went to break. This caused Gerson to become upset and the two started to argue in the production area. Yahya's responsibility is not to tell the lines when to go to break but should communicate with the supervisor if there is an issue. He does have the responsibility to perform his job duties but we all need to work as a team and communicate in respectable ways to one another to get the job done. There may be times that the lines can't go to break right on time so Yahya will need to be flexible and patient during these times. Should there be issues he should report it to his supervisor and not get involved in a altercation with his co-workers.

| | |
|-------------------------------------|----------------------------|
| Completed by: Kelsey Sikkink | Date: 09/14/2017 |
|-------------------------------------|----------------------------|

(Shaded area to be completed by Human Resources only.)

| | |
|---|---|
| Progressive step: <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Written reprimand <input type="checkbox"/> Release <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof | Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: Verbal-11/22/16, Coaching 8/10/16 |
| <input checked="" type="checkbox"/> Written warning <i>verbal 15 9/14/17</i> | |

Consequence if incident occurs again: *written* ~~Possible final and/or up to termination depending on situation~~

| | |
|--|----------------------|
| Human Resources Signature(s): <i>Kelsey Adell</i> | Date: 9/14/17 |
|--|----------------------|

Employee statement: I agree with the incident description above. I disagree with the incident description above. **Date report presented to employee:**

Employee comments: (Attach sheets if necessary.)

Employee acknowledgement: My signature acknowledges that I have received this report and that it has been discussed with me. I understand that my signature is not an admission of the incident or offense. I understand that I may appeal this report by filing a Discipline Complaint Form.

Employee signature: _____ **Date:** 9/14/17

Witness signature (if any): _____ **Date:** _____

Signature of person presenting report: *Kelsey Adell* **Date:** 9/14/17



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 3/27/2012
Employee Name: YahYa Raheem and Gabriel Torres
Job Title: Sanitation and Warehouse
Manager/Supervisor: John Knippen

Type of Warning

Notice of occurrence documentation
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)
Gabriel Torres was in the lunch room eating. YahYa Raheem came up behind him and rubbed his neck. I was not present but this is the information they provided me. Gabriel did not like this and swung back with his hand behind him with either a spoon or fork in it that he was eating with. No one was injured in this but both individuals were upset with the other one. I brought them both in and discussed that this was most likely a mistake of what the others intentions were. Both admitted they were not trying to hurt each other. I also explained that we need to discontinue the horseplay. Yahya, at one point, said he was going to call the police but approached me as I was leaving to tell me that was not his intention. Both men shook hands as they left the room so I believe that the issue has been taken care of.

Plan for Improvement:
Discontinue the horseplay

Consequences of Further Infractions:
This would be decided if the horseplay continued. I've seen no indication of this throughout the night.

Acknowledgement of Receipt of Warning

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Employee Signature
John Knippen
Manager/Supervisor

Date
3-27-2012
Date

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

Date



Reichel Foods, Inc.

Employee Warning Notice

SQ0014FO

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SCANNED

Employee Information

Date: 9-5-12
 Employee Name: Yahya Raheem
 Job Title: Sanitation
 Manager/Supervisor: Darsheel Ram Gargya

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)

Yahya task on 9-4-12 was to put depositors back together. When 1st shift started up there were 6 orings missing which 1st shift had to stop and fix

Plan for Improvement:

Will make sure task is complete right the first time

Consequences of Further Infractions:

Written warning

Acknowledgement of Receipt of Warning

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Yahya A Raheem

9-6-12

Employee Signature

Date

9-6-12

Manager/Supervisor

Date

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

Date



Reichel Foods, Inc.

Employee Warning Notice

SQ0014FO

R: 2

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Employee Information

Date: 10/24/12
 Employee Name: Yahya Raheem
 Job Title: Sanitarian
 Manager/Supervisor: Tamie Jensen

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)

Employee was in a hurry to get production going. There was a gasket damaged on a machine so he ran upstairs to get it. When he came back into the MUR room, he ran over to give the gasket to someone else without sanitizing it or washing his hands.

Plan for Improvement:

Any new equipment coming into the room will be sanitized. Employee will wash hands everytime upon entering a production room.

Consequences of Further Infractions:

If either of these infractions happen again, employee will face disciplinary up to suspension or termination.

Acknowledgement of Receipt of Warning

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Yahya Raheem _____

Employee Signature _____ Date _____

_____ Date 10/24/12

Manager/Supervisor _____ Date _____

_____ Date _____

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