



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 3/15/2019
 Employee Name: Asha Mohamed
 Job Title: Sanitation
 Manager/Supervisor: Darryl Ray Conley 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)
 On 3/14/19 @ 5:46am in the MV2 production room Asha was seen chewing gum during pre-op. This is against is Reichel foods company policy.

Plan for Improvement:
 Asha is aware this is not allowed and will ensure she is following company policy

Consequences of Further Infractions:
 Next step will be a written warning up to suspension

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.

Asha Employee Signature 3-15-19 Date
Darryl Ray Conley Jr Manager/Supervisor 3-15-19 Date
[Signature] Witness Signature (if employee understands warning but refuses to sign) 3-15-19 Date



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 7/12/2019
 Employee Name: Asha Mohamed
 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)

Around 11pm Asha and Aklilu were having issues in the MV2 room about what hose needs to be used where and where the hoses need to be hooked up to. During the investigation into the situation, I (Anthony Dahlke, Supervisor) heard and witnessed the two employees using inappropriate language towards each other. Both employees were separated and spoken to about the situation and about their use of certain language in the work place.

Plan for Improvement:

Both employees were spoken to about not using inappropriate language/words in the work place and there was a meeting held with the MV2 room crew about the situation and that going forward any repeat issues will not be tolerated. Further training as to what hoses is to be used for each work area in the room and where to hook up each hose to its specific faucet. Both employees will remain to work but in separate areas in the MV2 room

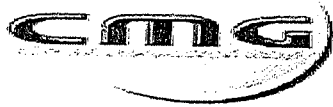
Consequences of Further Infractions:

If further infractions are to occur, employees may be sent home and further disciplinary action will be taken which may include all the way up to termination pending investigation.

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.

<u>Ash Mohamed</u>	<u>7-13-19</u>
Employee Signature	Date
<u>Anthony Dahlke</u>	<u>7-13-19</u>
Manager/Supervisor	Date
<u>Asha Mohamed</u>	<u>7-13-19</u>
Witness Signature (if employee understands warning but refuses to sign)	Date



Disciplinary Report Form

Employee name: Asha H Mohamed	Hire Date: 1/15/2018	Job title: Production
Department: Production Sanitation	Shift: 3 rd	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 Unsafe behavior Eating in undesignated areas Smoking in undesignated areas Posting items without permission Spreading gossip Using vulgar language Horseplay Indecent behavior 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 Disruption in the work place Threatening or creating conflict w/ coworkers

Absenteeism

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.)

Unexcused Absence on 1/11/2020

Completed by: Diana Elton	Date: 1/13/2020
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(Shaded area to be completed by Human Resources only.)

Progressive step: Oral warning* Suspension (unpaid) Written reprimand Release Suspension (paid) *File apart from personnel files and copies thereof

Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:
 3/29/2019 - Notification for attendance
 5/3/2019 - Notification for attendance
 6/22/2019 - Notification for attendance
 7/31/2019 - Notification for attendance
 10/2/2019 - Notification for attendance
 10/11/2019 - Verbal for attendance
 12/13/2019 - Verbal for attendance
 1/6/2020 - Verbal for attendance
 1/9/2020 - Written for attendance

Written Warning for the Attendance Policy

Consequence if incident occurs again:
Possible Written Warning / Possible Final Warning

Human Resources Signature(s): Kelsey Sikkink	Date: 1/13/2020
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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.)

Go 2 months without calling in
****Please sign and return to CMG****

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: Asha	Date: 01-13-20
Witness signature (if any):	Date:
Signature of person presenting report:	Date: 1-13-20