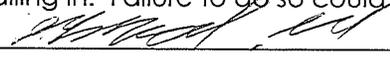


4. The following immediate corrective action must be taken by the employee.

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

Go 2 months without calling in. Failure to do so could result in possible final warning.

Employee Signature:  Date: 5/23/21

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

Manager's Signature:  Date: 5/28/21

EMPLOYEE WARNING NOTICE FORM

Employee Name: Mohamed Abdifatah Mohamud

Date: 5/5/2021

Supervisor Name: Jamie Sorenson

Hire Date: 3/16/2020

- 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 Tardy on 5/4/2021

3. Prior Warnings:

5/8/2020- Notification for tardy
6/1/2020- Notification for tardy
6/2/2020- Notification for tardy
6/3/2020- Verbal for tardy
6/15/2020- Verbal for tardy
6/16/2020- Verbal for tardy
8/20/2020- Verbal for tardy
9/14/2020- Written for tardy
11/10/2020- Written for tardy
11/17/2020- Written for tardy
11/18/2020- Written for tardy
11/30/2020- Written for tardy
12/10/2020- Final for tardy
12/22/2020- Final for tardy
12/28/2020- final for tardy
2/1/2021- Written for tardy
2/8/2021- Final for tardy
3/27/2021- Notification for tardy
4/4/2021- Verbal for tardy
4/11/2021- Verbal for tardy
4/14/2021- Verbal for tardy
4/28/2021- Verbal for tardy
4/29/2021- Written for tardy

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

Go 2 months without being late. Failure to do so could result in possible written warning / possible final warning.

Employee Signature: *[Handwritten Signature]* Date: 5/7/21

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

Manager's Signature: _____ Date: _____

EMPLOYEE WARNING NOTICE FORM

Employee Name: Mohamed Abdifatah Mohamud

Date: 4/29/2021

Supervisor Name: Jamie Sorenson

Hire Date: 3/16/2020

- | | | |
|--|--|---|
| <input type="checkbox"/> Verbal Warning | <input type="checkbox"/> Written Warning | <input checked="" type="checkbox"/> Final Warning |
| <input type="checkbox"/> Coaching/Counseling Session | <input type="checkbox"/> Assignment End | <input type="checkbox"/> Termination |

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

- | | |
|---|--|
| <input checked="" type="checkbox"/> Tardiness | <input type="checkbox"/> Insubordination |
| <input type="checkbox"/> Damaged Equipment | <input type="checkbox"/> Failure to Follow Procedure |
| <input type="checkbox"/> Absenteeism | <input type="checkbox"/> Failure to Meet Performance Standards |
| <input type="checkbox"/> Policy Violation | <input type="checkbox"/> Poor Work Quality |
| <input type="checkbox"/> Falsifying Company Documents | <input type="checkbox"/> Other |

2. Details of Unsatisfactory Behavior/Actions:

Unexcused tardy on 4/29/2021

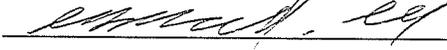
3. Prior Warnings:

5/8/2020 – Notification for tardy
6/1/2020 – Notification for tardy
6/2/2020 – Notification for tardy
6/3/2020 – Verbal for tardy
6/15/2020 – Verbal for tardy
6/16/2020 – Verbal for tardy
8/20/2020 – Verbal for tardy
9/14/2020 – Written for tardy
11/10/2020 – Written for tardy
11/17/2020 – Written for tardy
11/18/2020 – Written for tardy
11/30/2020 – Written for tardy
12/10/2020 – Final for tardy
12/22/2020 – Final for tardy
12/28/2020 – Final for tardy
2/1/2021 – Written for tardy
2/8/2021- Final for tardy
3/27/2021- Notification for tardy
4/4/2021- Verbal for tardy
4/11/2021- Verbal for tardy
4/14/2021- Verbal for tardy
4/28/2021-Verbal for tardy

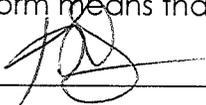
4. The following immediate corrective action must be taken by the employee.

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

Go 2 months without calling in. Failure to do so could result in possible final warning.

Employee Signature:  Date: 5/3/21

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

Manager's Signature:  Date: 5/3/2021



cmg

Reichel Foods, Inc.
Employee Warning Notice

Employee Information

Date: 12/11/2020
Employee Name: Mohamed Abdifatah Mohamud
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)
Mohamed has been spoken to many times about his punctuality and has been given helpful hints to improve on him being able to make in to the start of the shift on time. Repeatedly, Mohamed continues to come in to the start of the shift late by time more than 30 minutes late. Mohamed has been documented on the log for being tardy and has been spoken to by CMG as well. Tonight at around 10:25pm Mohamed came in to work late after the entire sanitation team was given instruction the shift prior and had all been texted about the early start time of 9pm. The understanding of making start time has been communicated to Mohamed and he is still struggling to meet this standard.

Plan for Improvement:
Mohamed will need to make adjustments at home to make sure he is well rested and on time to work everyday for the next 60 days. He is not to be tardy anytime during the 60 days period. Mohamed will communicate with his supervisor about the expectations for all sanitation personnel and how everyone needs to be ready at start time.

Consequences of Further Infractions:
If further infractions occur, Mohamed will receive progressive disciplinary action which may include up to 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.

Mohamed
Employee Signature _____ Date 12/11/20
Anthony Dahlke
Manager/Supervisor _____ Date 12/11/20

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

EMPLOYEE WARNING NOTICE FORM

Employee Name: Mohamed Abdifatah Mohamud

Date: 2/9/2021

Supervisor Name: Jamie Sorenson

Hire Date: 3/16/2020

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 tardy on 2/8/2021

3. Prior Warnings:

3/24/2020 – Notification for tardy

4/24/2020 – Notification for tardy

5/8/2020 – Notification for tardy

6/1/2020 – Notification for tardy

6/2/2020 – Notification for tardy

6/3/2020 – Verbal for tardy

6/15/2020 – Verbal for tardy

6/16/2020 – Verbal for tardy

8/20/2020 – Verbal for tardy

9/14/2020 – Written for tardy

11/10/2020 – Written for tardy

11/17/2020 – Written for tardy

11/18/2020 – Written for tardy

11/30/2020 – Written for tardy

12/10/2020 – Final for tardy

12/22/2020 – Final for tardy

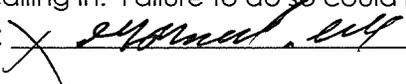
12/28/2020 – Final for tardy

2/1/2021 – Written for tardy

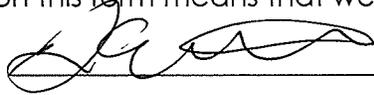
4. The following immediate corrective action must be taken by the employee.

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

Go 2 months without calling in. Failure to do so could result in possible final warning.

Employee Signature:  Date: 2/10/21

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

Manager's Signature:  Date: 2/10/21

EMPLOYEE WARNING NOTICE FORM

Employee Name: Mohamed Abdifatah Mohamud

Date: 1/26/2021

Supervisor Name: Jamie Sorenson

Hire Date: 3/16/2020

- 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 12/31/20

3. Prior Warnings:

- 4/24/20- Notification for attendance
5/11/20- Notification for attendance
5/12/20- Notification for attendance
5/13/20- Notification for attendance
5/29/20- Notification for attendance
7/27/20- Verbal for attendance
8/10/20- written for attendance
11/23/20- Verbal for attendance
11/25/20- Written for attendance
12/22/20- Final for attendance
12/28/20 – Final for attendance
12/31/20- Final 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.

Go 2 months without calling in – 2 months from incident: 3/2/2021

Employee Signature: _____ Date: _____

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

Manager's Signature: _____ Date: _____

NCNS to CMT office. Mailed 2/1/2021

EMPLOYEE WARNING NOTICE FORM

Employee Name: Mohamed Abdifatah Mohamud

Date: 1/26/2021

Supervisor Name: Jamie Sorenson

Hire Date: 3/16/2020

- 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 1/25/21

3. Prior Warnings:

- 4/24/20- Notification for attendance
5/11/20- Notification for attendance
5/12/20- Notification for attendance
5/13/20- Notification for attendance
5/29/20- Notification for attendance
7/27/20- Verbal for attendance
8/10/20- written for attendance
11/23/20- Verbal for attendance
11/25/20- Written for attendance
12/22/20- Final for attendance
12/28/20 – Final for attendance
12/31/20- Final 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.

Go 2 months without calling in – 2 months from incident: 3/2/2021

Employee Signature: _____ Date: _____

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

Manager's Signature: _____ Date: _____

EMPLOYEE WARNING NOTICE FORM

Employee Name: Mohamed Abdifatah Mohamud

Date: 2/9/2021

Supervisor Name: Jamie Sorenson

Hire Date: 3/16/2020

- 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 tardy on 2/8/2021

3. Prior Warnings:

3/24/2020 – Notification for tardy
4/24/2020 – Notification for tardy
5/8/2020 – Notification for tardy
6/1/2020 – Notification for tardy
6/2/2020 – Notification for tardy
6/3/2020 – Verbal for tardy
6/15/2020 – Verbal for tardy
6/16/2020 – Verbal for tardy
8/20/2020 – Verbal for tardy
9/14/2020 – Written for tardy
11/10/2020 – Written for tardy
11/17/2020 – Written for tardy
11/18/2020 – Written for tardy
11/30/2020 – Written for tardy
12/10/2020 – Final for tardy
12/22/2020 – Final for tardy
12/28/2020 – Final for tardy
2/1/2021 – Written for tardy

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.

Go 2 months without calling in. Failure to do so could result in possible final warning.

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

EMPLOYEE WARNING NOTICE FORM

Employee Name: Mohamed Abdifatah Mohamud Date: 11/18/2020

Supervisor Name: Jamie Sorenson Hire Date: 3/16/2020

- 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 tardy on 11/17/2020 and 11/18/2020

3. Prior Warnings:

- - 3/24/20- Notification for tardiness
 - 4/24/20- Notification for tardiness
 - 5/8/20- Notification for tardiness
 - 6/1/20- Notification for tardiness
 - 6/2/20- Notification for tardiness
 - 6/3/20- Verbal for tardiness
- 6/15/20 – verbal for tardiness
- 6/16/20 – written for tardiness
- 8/20/20 – verbal for tardiness
- 9/14/20 – verbal for tardiness
- 11/10/2020 – Written for tardiness

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.

Go 2 months without calling in

Employee Signature: _____ Date: _____

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

Manager's Signature: Filed 11/24/20 Date: _____

EMPLOYEE WARNING NOTICE FORM

Employee Name: Mohamed Abdifatah Mohamud

Date: 12/23/2020

Supervisor Name: Jamie Sorenson

Hire Date: 3/16/2020

- | | | |
|--|---|--|
| <input type="checkbox"/> Verbal Warning | <input checked="" type="checkbox"/> Written Warning | <input type="checkbox"/> Final Warning |
| <input type="checkbox"/> Coaching/Counseling Session | <input type="checkbox"/> Assignment End | <input type="checkbox"/> Termination |

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

- | | |
|---|--|
| <input type="checkbox"/> Tardiness | <input type="checkbox"/> Insubordination |
| <input type="checkbox"/> Damaged Equipment | <input type="checkbox"/> Failure to Follow Procedure |
| <input checked="" type="checkbox"/> Absenteeism | <input type="checkbox"/> Failure to Meet Performance Standards |
| <input type="checkbox"/> Policy Violation | <input type="checkbox"/> Poor Work Quality |
| <input type="checkbox"/> Falsifying Company Documents | <input type="checkbox"/> Other |

2. Details of Unsatisfactory Behavior/Actions:

Unexcused absence on 12/22/2020

3. Prior Warnings:

4/24/20- Notification for attendance
5/11/20- Notification for attendance
5/12/20- Notification for attendance
5/13/20- Notification for attendance
5/29/20- Notification for attendance
7/27/20- Verbal for attendance
8/10/20- written for attendance
11/23/20- Verbal for attendance
11/25/20- 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.

Go 2 months without calling in – 2 months from incident : 2/22/2021

Employee Signature: _____ Date: _____

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

Manager's Signature: _____ Date: _____

NCNS to office filed 12/31/2020

EMPLOYEE WARNING NOTICE FORM

Employee Name: Mohamed Abdifatah Mohamud

Date: 11/11/2020

Supervisor Name: Jamie Sorenson

Hire Date: 3/16/2020

- 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 tardy on 11/10/2020

3. Prior Warnings:

- - 3/24/20- Notification for tardiness
 - 4/24/20- Notification for tardiness
 - 5/8/20- Notification for tardiness
 - 6/1/20- Notification for tardiness
 - 6/2/20- Notification for tardiness
 - 6/3/20- Verbal for tardiness
- 6/15/20 – verbal for tardiness
- 6/16/20 – written for tardiness
- 8/20/20 – verbal for tardiness
- 9/14/20 – verbal for tardiness

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.

Go 2 months without calling in – 2 months from incident : 10/10/2020

Employee Signature: FILED 11/10 Date: _____

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

EMPLOYEE WARNING NOTICE FORM

Employee Name: Mohamed Abdifatah Mohamud

Date: 8/11/2020

Supervisor Name: Jamie Sorenson

Hire Date: 3/16/2020

- 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 8/10/2020

3. Prior Warnings:

4/24/20- Notification for attendance
5/11/20- Notification for attendance
5/12/20- Notification for attendance
5/13/20- Notification for attendance
5/29/20- Notification for attendance
7/27/20- 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.

Go 2 months without calling in – 2 months from incident : 10/10/2020

Employee Signature: _____ Date: _____

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

Manager's Signature: _____ Date: _____

Mailed 8/19/20

EMPLOYEE WARNING NOTICE FORM

Employee Name: Mohamed Abdifatah Mohamud

Date: 11/30/2020

Supervisor Name: Jamie Sorenson

Hire Date: 3/16/2020

- 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 11/25/2020

3. Prior Warnings:

4/24/20- Notification for attendance
5/11/20- Notification for attendance
5/12/20- Notification for attendance
5/13/20- Notification for attendance
5/29/20- Notification for attendance
7/27/20- Verbal for attendance
8/10/20- written for attendance
11/23/20- 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.

Go 2 months without calling in – 2 months from incident : 1/25/2021

Employee Signature: _____ Date: _____

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

Manager's Signature: _____ Date: _____

NCNS to office to sign - Filed on 12/4/2020