

EMPLOYEE WARNING NOTICE FORM

Employee Name: Tiberius Momanyi

Date: 4/30/2021

Supervisor Name: Jamie Sorenson

Hire Date: 8/2/2017

- 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 4/29/2021

3. Prior Warnings:

5/5/2020-Notification for attendance
6/1/2020-Notification for tardiness
7/14/2020- Notification for tardiness
7/27/2020- Notification for attendance
8/6/2020- Notification for tardiness
8/24/2020- Notification for tardiness
8/26/2020- Notification for tardiness
11/17/2020- Notification for tardiness
2/18/2021 and 2/19/2021- Notification for attendance
2/22/2021 to 2/24/2021- Notification for attendance
3/2/2021- Notification for tardiness
3/11/2021- Notification for tardiness
3/21/2021-Verbal for attendance
3/23/2021- Notification for tardiness
3/27/2021- Notification for tardiness
4/6/2021- Verbal for tardiness
4/8/2021and 4/9/2021- Verbal for tardiness
4/13/2021 and 4/14/2021- Verbal for tardiness
4/22/2021- 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 arriving late (3/28/2020)

Failing to do so will result in a possible final warning / possible assignment end

Employee Signature: [Handwritten Signature] Date: 04/30/2021

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

Manager's Signature: [Handwritten Signature] Date: 4/30/2021

copy sent to supervisor on 4/29/2020

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Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 3/11/2021
Employee Name: Tiberius Momanyi
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

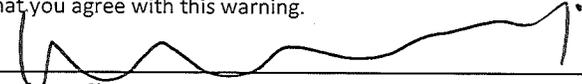
Description of Incident (Describe incident and list the date, time, and any witnesses present)
On Tuesday 3/9/2021, Tiberius was spoken to at least 4 different times about wearing his goggles while working with chemicals. Tiberius continued to ignore instructions given to him. As a veteran employee in the back-up lead role it is vital that he be an example for his co-workers to wear his PPE at all time while working with chemicals. Tiberius has been trained on this process and been spoken to many times about the dangers of not wearing PPE while working with chemicals.

Plan for Improvement:
Tiberius will wear all of his PPE at all times while working with chemicals. This includes Goggles, hard hat, gloves, chemical resistant gloves if required, blue apron, pants, boots, etc. according to the chemicals and tasks being completed.

Consequences of Further Infractions:
If further infractions occur, Tiberius will receive progress Disciplinary Action. Follow up with coaching, training and monitoring will be conducted by the Supervisor to make sure that Tiberius is following all safety procedures at all times.

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

3/11/21
Date


Manager/Supervisor

3/11/21
Date

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



Reichel Foods, Inc. Employee Warning Notice

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Employee Information

Date: 3/11/2021
Employee Name: Tiberius Momanyi
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)
On Wednesday 3/10/2021, Tiberius did not follow instructions given to him by his Supervisor at the beginning of the shift. He was involved in multiple confrontations with his co-workers about job duties and following the cleaning process in the Mv2 room. Tiberius did not use communication respectfully with his co-workers. He was asked by Farhia to help re-assemble guards for conveyor #2 and instead of helping told her he was busy and that she needed to do it by herself. Tiberius then gave instruction to Jemima to start cleaning the floor instead of helping complete the rinse process in the room. During break, in the break room, Tiberius was involved in an argument with his Supervisor and co-workers blaming others for issues in the room and not being respectful. Final instructions were given to Tiberius about the processes that needed to be done and communication with his co-workers as well as working as a team to accomplish all sanitation tasks by the Supervisor.

Plan for Improvement:

Tiberius will follow all cleaning processes and instructions given to him by the Supervisor. Tiberius will also make sure to communicate with all his co-workers and Supervisor in a respectful manner at all times. Tiberius will work as a team with his co-workers and complete each step before advancing to the next step in the process.

Consequences of Further Infractions:

If further infractions occur, Tiberius will receive progressive Disciplinary Action. Follow up with coaching, training and monitoring will be conducted by the Supervisor to make sure Tiberius is progressing with better communication and working as a team with his co-workers to follow instructions, cleaning process and working efficiently in a timely manner to complete all sanitation tasks.

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.

Tiberius Momanyi
Employee Signature

3/11/21
Date

Anthony Dahlke
Manager/Supervisor

3/11/21
Date

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



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 6/17/2018
Employee Name: Tiberius Momanyi
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)

On 6/16/18, Tiberius Momanyi was done using the portable foamer in the Proseal room and began wrapping up the hose for the foamer. Tiberius was not wearing his goggles at this time and did not release the pressure from the hose before beginning to wrap it up. The hose nozzle opened up while he was wrapping it up and splashed Sterilex into his eyes. Tiberius rinsed out his eyes right away for the required 15 minutes and then reported the incident to his supervisor so an incident report could be filled out. Tiberius has had training on the proper use of wearing PPE especially when working with chemicals.

Plan for Improvement:

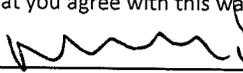
Tiberius needs to wear his PPE at all times while working with chemicals. He also needs to release the pressure from any hose before wrapping them up.

Consequences of Further Infractions:

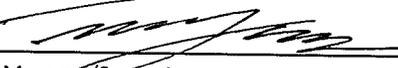
If further infractions occur possible final warning and or further disciplinary action may be given which may include up to termination.

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

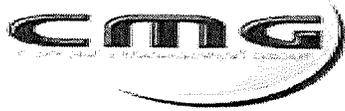
6/17/18
Date


Manager/Supervisor

6/17/18
Date

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

Date



Disciplinary Report Form

Employee name: Tiberius Momanyi	Hire Date: 8/2/2017	Job title: Production
Department: Sanitation	Shift: 3rd	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

Tardiness

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 Tardy on 9/10/2019

Completed by: Diana Elton	Date: 9/11/2019
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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:

Written Warning for the Tardiness Policy

3/7/19 - Notification for Tardiness
 4/30/19 - Notification for Tardiness
 7/10/19 - Notification for Tardiness
 7/16/19 - Verbal for Tardiness
 8/8/19 - Verbal for Tardiness

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

Human Resources Signature(s): <i>Kelsey Sikkink</i>	Date: 9/11/2019
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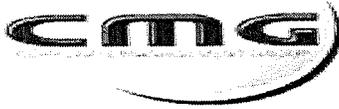
Employee statement: ___ I agree with the incident description above. ___ I disagree with the incident description above.
Date report presented to employee:

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: _____ **Date:** _____
Witness signature (if any): _____ **Date:** _____
Signature of person presenting report: _____ **Date:** _____



Disciplinary Report Form

Employee name: Tiberius Momanyi	Hire Date: 8/2/2017	Job title: Production
Department: Sanitation	Shift: 3rd	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

Tardiness

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 Tardy on 9/17/2019

Completed by: Diana Elton	Date: 9/18/2019
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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:

January 2019 to Date:

Written Warning for the Tardiness Policy

- 2 Notification for Tardiness
- 2 Verbal for Tardiness
- 3 Written for Tardiness

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

Human Resources Signature(s): Kelsey Sikkink	Date: 9/18/2019
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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: Tiberius Momanyi

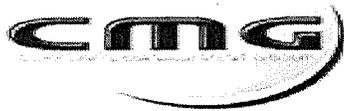
Date: 12/3/2019

Witness signature (if any): _____

Date: _____

Signature of person presenting report: _____

Date: _____



Disciplinary Report Form

Employee name: Tiberius Momanyi	Hire Date: 8/2/2017	Job title: Production
Department: Sanitation	Shift: 3rd	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

Tardiness

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 Tardy on 9/17/2019

Completed by: Diana Elton	Date: 9/18/2019
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(Shaded area to be completed by Human Resources only.)

Progressive step: <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input checked="" type="checkbox"/> Written reprimand <input type="checkbox"/> Release <input type="checkbox"/> Suspension (paid) *File <i>apart from personnel files and copies thereof</i>	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: January 2019 to Date: 2 Notification for Tardiness 2 Verbal for Tardiness 3 Written for Tardiness
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Written Warning for the Tardiness Policy

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

Human Resources Signature(s): <i>Kelsey Sikkink</i>	Date: 9/18/2019
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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: _____ **Date:** _____
Witness signature (if any): _____ **Date:** _____
Signature of person presenting report: _____ **Date:** _____

EMPLOYEE WARNING NOTICE FORM

Employee Name: Tiberius Momanyi

Date: 1/29/2020

Supervisor Name: Jamie Sorenson

Hire Date: 8/2/2017

- 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 1/28/2020

3. Prior Warnings:

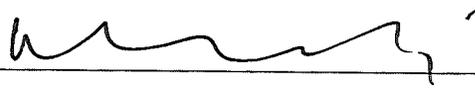
3/7/2019- notification for tardiness
4/30/2019- notification for tardiness
7/10/2019- notification for tardiness
7/16/2019- verbal for tardiness
8/8/2019- verbal for tardiness
9/10/2019- written for tardiness
9/12/2019- written for tardiness
9/17/2019- written for tardiness
1/7/2020- verbal for tardiness
1/21/2020- 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 arriving late (3/28/2020)

Failing to do so will result in a possible final warning / possible assignment end

Employee Signature:  Date: 01/28/2020

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

Manager's Signature:  Date: 1/29/20

SPW 1/30/20



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 9/18/2020
 Employee Name: Tiberius Momanyi
 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)
 At 2:56am in the break room by the microwaves and vending area, Tiberius got into a confrontation with Saidi Farah Yete and pushed him out of the way when Saidi tried to use a microwave that Tiberius was already using. Tiberius stated that the argument began with Saidi saying "fuck you" to him for the 2nd time tonight. After the confrontation Tiberius was taken upstairs to be talked to.

Plan for Improvement:

Tiberius will not touch another employee ever again in any manner that is not professional or appropriate. Tiberius will avoid any confrontations with other employees and report all issues to his lead and supervisors immediately. Tiberius will also make sure to avoid any further incidents with Said Farah Yete.

Consequences of Further Infractions:

If further infraction occur Tiberius will receive progressive disciplinary action which may include up to termination of position.

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: Date: 9/18/2020
 Manager/Supervisor: Date: 9/18/2020

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

EMPLOYEE WARNING NOTICE FORM

Employee Name: Tiberius Momanyi

Date: 2/7/2020

Supervisor Name: Jamie Sorenson

Hire Date: 8/2/2017

- 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 2/7/2020

3. Prior Warnings:

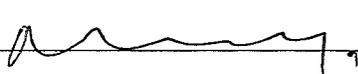
3/7/2019- notification for tardiness
4/30/2019- notification for tardiness
7/10/2019- notification for tardiness
7/16/2019- verbal for tardiness
8/8/2019- verbal for tardiness
9/10/2019- written for tardiness
9/12/2019- written for tardiness
9/17/2019- written for tardiness
1/7/2020- verbal for tardiness
1/21/2020- Verbal for tardiness
1/28/2020 – Written for tardiness

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

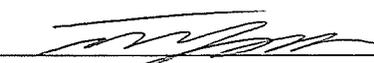
Failure to do so will result in further disciplinary action up to and including termination.

Go 2 months without arriving late (3/28/2020)

Failing to do so will result in a possible final warning / possible assignment end

Employee Signature:  Date: 02/09/2020

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

Manager's Signature:  Date: 2/9/20
copy sent to supervisor on 1/29/2020

AKM/O



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 2/3/2020
 Employee Name: Tiberius Momanyi
 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)
 On Sunday 2/2/2020, Tiberius Momanyi was cleaning in the Cartonor/MV1 room and was using the chemical Durafoam in a bucket to clean. Tiberius was not wearing his goggles while working with chemicals and the result was foam splashing in his face and left eye. Tiberius received First Aid and then was sent to the ER because he still had irritation in his left eye. A "SCOOP" was filled out for the incident and Tiberius has been trained on the Safety rules and procedures when working with all chemicals.

Plan for Improvement:
 Tiberius will wear all of his PPE before working with any chemicals including if other personnel are working with chemicals in the area that Tiberius is working. Tiberius will also be re-trained on the PPE process and the importance of wearing his PPE at all times. Supervisor and Lead will follow up to make sure there is no deviations from procedures.

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

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 _____ Date 02/04/2020

 _____

Manager/Supervisor _____ Date 2/4/2020

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