



# Reichel Foods, Inc. Employee Warning Notice

### Employee Information

Date: 8/23/2022  
 Employee Name: Yahye Sharif  
 Job Title: Machine Operator  
 Manager/Supervisor: Ali Rage

### 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)  
 Yahye was seen smoking in the Sanitation wash room by another employee Monday night at 11:17pm. Yahye has been informed of the company policy of no smoking in the building or company property. This includes the use of vape pens which Yahye was seen using.

Plan for Improvement:  
 Yahye will not use any tobacco products on company property at any times. He will only use the Sanitation wash room when needed for work purposes. Yahye will also follow all company procedures especially being in a lead role as the Machine Operator and setting an example for his fellow co-workers.

Consequences of Further Infractions:  
 If further infractions occur, Yahye will receive Progressive Disciplinary Action which may include up to his assignment ending.

### 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 08-23-2022  
 Manager/Supervisor Date 08/23/22  
 Witness Signature (if employee understands warning but refuses to sign) \_\_\_\_\_ Date \_\_\_\_\_