



# EMPLOYEE WARNING NOTICE FORM

Employee Name: Josh See Date: 10/11/22

Supervisor Name: James Littlefield Hire Date: 7/11/22

- 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:**

On 10/10/22, the QA lead turned in paperwork showing Josh completing code date and lot checks over an hour an advance. Josh has been trained upon hire as well as being re-trained during written warnings on 8/17/22 and 9/30/22.

Josh was also spoken to about using his phone during work time and was seen on 10/5/22 using his phone in the QA office 40% of his 8 hour workshift.

This behaviour has been addressed and is becoming a food safety risk in the QA department.

We will be offering Josh a position on 2<sup>nd</sup> North Production. If he chooses a permanent production his wage will decrease from \$17 to \$15. If he chooses a seasonal position, his wage will remain at \$17.00 and will not have any benefits offered.

**3. Prior Warnings:**

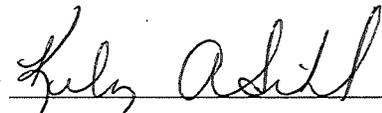
8/17/22 and 9/30/22-Written

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

Employee will be demoted to 2<sup>nd</sup> North Production from the QA dept. If any further infractions occur, a final and/or assignment end depending on findings from investigation performed.

Employee Signature:  Date: 10/11/22

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

Manager's Signature:  Date: 10/11/22

*Seasonal \$17*



# Reichel Foods, Inc. Employee Warning Notice

### Employee Information

Date: 9/30/2022  
Employee Name: Josh See  
Job Title: QA Tech - Hormel Level 1  
Manager/Supervisor: James Littlefield

### 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 August 17th Josh received a written warning regarding pre-writing checks. On 09/29 the QA supervisor visually confirmed that this behavior had continued, with multiple documents having times, initials and other information written out over an hour in advance. On 9/26/22 the QA supervisor discussed with Josh his behavior of writing over numbers on his paperwork instead of crossing them out and writing next to them. The next three days his paperwork contained the same behavior. Josh has also been noted to rewrite controlled documents, miss checks and write them in later, collect incorrect labels, not fully complete his paperwork and write the wrong response in check items. His lead and trainer have attempted to correct this behavior multiple times while he has worked here, but he has not changed his actions.

Plan for Improvement:

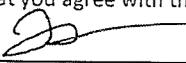
Meeting with the QA supervisor to discuss his actions, a path forward and if he wishes to take a different position at Reichel Foods.

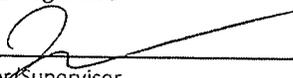
Consequences of Further Infractions:

Continuing refusal to change his behavior and perform his position correctly will result in either reassignment to a different department or 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.

 \_\_\_\_\_ Date 09/30/22

 \_\_\_\_\_ Date 9-30-22

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



# Reichel Foods, Inc. Employee Warning Notice

### Employee Information

Date: 8/17/2022  
Employee Name: Josh See  
Job Title: Hormel QA Level 1 Tech  
Manager/Supervisor: James Littlefield

### 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)

Josh has been seen multiple times filling out his paperwork ahead of time. This includes check times and verifications.

#### Plan for Improvement:

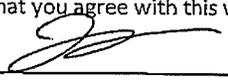
One on one discussion on the reason we don't fill out paperwork ahead of time.

#### Consequences of Further Infractions:

Further instances of the behavior will result in escalated warnings and either reassignment or 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 08/17/22

  
Manager/Supervisor \_\_\_\_\_ Date 8-17-22

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

## Kelsey Sikkink

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**From:** James Littlefield <James@reichelfoods.com>  
**Sent:** Tuesday, October 11, 2022 11:02 AM  
**To:** Kelsey Sikkink; Lisa Campbell  
**Cc:** Kendra Lunt  
**Subject:** Josh See

We need to have Josh removed from the position of QA tech. Sophara just submitted papers showing that everything he has been written up for twice he is still doing. He has been writing out complete code date and lot checks over an hour in advance.

Additionally, on Wednesday of last week Cham e-mailed us stating that Josh was using his phone excessively in the QA office, even after being asked to stop. I went through the camera recordings and determined that he spent 40% of his first 8 hours sitting in the QA office and scrolling through his phone.

Cham raised other concerns as well, but at this point Josh is a food safety risk and can not be in a QA position.

I have documentation and e-mails in a folder in my office if needed.

### James Littlefield

Quality Assurance Supervisor  
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Reichel Foods, Inc.  
3706 Enterprise Drive SW | Rochester MN, 55902  
Phone: 507.289.7264 | Fax: 507.289.6552  
[www.reichelfoods.com](http://www.reichelfoods.com)

QA Tech Training Checklist

Employee Name: Joshua See

Date	Trainer Initial	Supervisor Initial	
07.25.22	NC	JS	External Inspections (BT Powerpoint)
07.25.22	NC	JS	Calculation of Lot Codes
08.10.22	NS	JS	License Plate/Kitting (QA0488WI)
07.25.22	NC	JS	Hormel Good Manufacturing Practices (QA0402WI)
08.10.22	NS	JS	Hormel Label Printing and QA Check Instructions (QA0197WI)
08.10.22	NS	JS	Hormel QA Document Review Instructions (QA0331WI)
07.25.22	NC	JS	Tray Net Weight Checks (Finished Product Net Weights QA0238WI)
07.25.22	NC	JS	Label Verification, label verification binder, case label diagrams.
07.25.22	NC	JS	Hormel Daily Component Waste Forms
07.25.22	NC	JS	Product Sampling, Inspection & Analysis (QA0254PR)
07.25.22	NC	JS	Nonconforming Products & Equipment Procedure (QA0218PR)
07.25.22	NC	JS	QA Nonconforming Product Web Console Work Instruction (QA0489WI)
07.25.22	NC	JS	Barcode Verification Work Instruction (QA0333WI)
08.10.22	NS	JS	USDA Pre-Op and Operational Checks (QA0376FO & QA0371FO)
08.10.22	NS	JS	SSOP Program (QA0377PR)
08.10.22	NS	JS	USDA HACCP (if applicable)
07.25.22	NC	JS	Shipping and Receiving Procedure (WH0001PR)
07.25.22	NC	JS	Assembly Checklists
07.25.22	NC	JS	Component Lot Tracking
07.25.22	NC	JS	Quality Checklists
07.25.22	NC	JS	Calibration of Equipment Procedure (QA0192PR)
07.25.22	NC	JS	Product ID & Traceability Procedure (QA0225PR)
07.25.22	NC	JS	Finished Product Specifications
07.25.22	NC	JS	Allergen Program (QA0219PR)
07.25.22	NC	JS	Shipping Trailer Temperature Training (WH0013FO)
08.10.22	NS	JS	Miscellaneous Sanitation for Maintenance North Plant (QA0638WI)
07.25.22	NC	JS	Pest Control Procedure (QA0253PR)
08.10.22	NS	JS	Glass/ Brittle Plastic (QA205WI)

I have been trained and understand my responsibility for each of the QA tasks listed above.

Employee Signature: JS

Date: 08/29/22

Trainer Signature: [Signature]

Date: 08.29.22

lot.

**Break rooms:**

- ✓ The refrigerators are for storage of your food.
- ✓ Do not put **open containers** in the fridge.
- ✓ Do not eat other people's food.
- ✓ Please clean tables after using.

**Respect your coworkers and work areas.**  
**Every area should be left the way you would like to find it!**



**BEHAVIOR AND STANDARDS OF CONDUCT**

ESSG and Reichel Foods, Inc. conducts its business ethically. We will not willfully subscribe to illegal transactions with our customers, suppliers or our employees. Similarly, we believe those who find employment with us would subscribe to those same values – namely, that we treat each other with mutual respect, honesty and trust.



**GENERAL BEHAVIOR**

All Employees are asked to behave in a manner that fosters the feeling of quality and confidence on the part of our fellow employee, customers and the public.

There is a need in every business for a set of rules and regulations adequate to insure efficient production and to safeguard the jobs, health, safety and welfare of all persons working in the plant. The following rules, which we have adopted, are examples of normal common sense rules of conduct necessary to protect each of our jobs from the abuses of a few. Although not intended to be all-inclusive, this list will alert employees to specific violations that could result in disciplinary action, including termination of employment. They apply equally to all company employees.

1. Falsifying production or other records.
2. Excessive tardiness or absenteeism.
3. Failure to call the Absent and Tardy Phone Line prior to an absence or when one expects to be tardy.
4. Sleeping, resting or using cellular telephones or other personal electronic devices during work hours.
5. Reading unauthorized material while on duty.
6. Violation of established safety or hygiene rules.
7. Negligence, carelessness or inattentiveness when operating equipment or recording required operational data.
8. Failure to follow supervisor's instructions.
9. Leaving a workstation without being properly relieved or without permission.
10. Punching another employee's time card or signing in or out for another employee.
11. Holding the door open to allow others entry in the secured facilities. All employees must

- use their own badge to gain access to the facilities.
12. Taking excessive work breaks.
  13. Leaving the plant without permission or without punching out while on duty.
  14. Posting unauthorized material anywhere on Company property.
  15. Misuse of the pager system.
  16. Deliberately restricting production.
  17. Unauthorized use or theft of property belonging to the Company or anyone else on Company property (including attempted thefts).
  18. Unauthorized removal, possession, destruction or abuse of employee or Company property or equipment (this includes taking product, garbage, boxes, coolers, office supplies, etc.) is prohibited.
  19. Photographs, tape recording, video recording or any other recording during working time (i.e., non-break time) and in work areas without management approval is prohibited.
  20. Damaging or misusing the property of the Company or another employee
  21. Reporting for work in a condition unfit to perform duties.
  22. Drinking intoxicants while on duty.
  23. Fighting or attempting to injure another employee.
  24. Failure to carry out required job duties.
  25. Altering, defacing or removing governmental or Company notices and bulletins that are posted.
  26. Disorderly or immoral conduct on Company property.
  27. Illegal use of drugs or narcotics.
  28. Use of threatening, abusive, profane language or other provocation that might reasonably be expected to result in a violent or similar disturbance.
  29. Possession of weapons on Company property.
  30. Horseplay
  31. Sexual or other forms of prohibited harassment.
  32. Failure to meet established performance standards.
  33. Any other act which may jeopardize health, safety or well-being of other employees, or the Company, which is recognized by common understanding as being a subject of disciplinary action.
  34. Criticism of the Company, its personal or policies to current or prospective customers, other contractors, suppliers, or other employees.
  35. Providing false or inaccurate information to the Company, including, but not limited to, information on application forms, expense reports, leave requests, absence records or in response to requests for information.
  36. Making false, malicious or derogatory statements concerning clients, customers, and vendors of Reichel Foods Inc.
  37. Making false fire alarms, causing false fire alarms to be made or tampering with protection equipment.
  38. Opening, removing or tampering with locks or seals on Company property without proper authorization.
  39. Willful or negligent failure to report employee's communicable or infectious disease or illness, including, but not limited to, Salmonella, Hepatitis, Acquired Immune Deficiency Syndrome (AIDS), Tuberculosis, STD's and Airborne Influenza viruses.
  40. Failure to adhere to the Company's dress code at all times.

Please remember that these are only examples and it would be impractical for Reichel Foods,

Inc. to attempt to list every action that would result in discipline/termination. Violations of any of the Rules of Conduct may result in disciplinary action, up to and including termination upon the first offense, depending on the circumstances of the misconduct. There may be other circumstances such as lack of work, changes in business conditions, personality conflicts and other circumstances, which may result in the termination of employees based on Reichel Foods, Inc.'s determination of what is in its best interest. Just as you may terminate your employment at any time, with or without notice, and with or without cause, Reichel Foods, Inc. retains the same right. Further, Reichel Foods, Inc. continually updates and revises its policies and its disciplinary policies and procedures and are subject to change without notice.

## ENFORCEMENT

Threats, threatening conduct, or any other acts of aggression or violence in the workplace are taken very seriously and will not be tolerated, and action will be taken as appropriate. In certain circumstances, such behavior may also be reported to the appropriate law enforcement authorities.

## SEARCHES

If Company management reasonably suspects that an employee possesses a weapon or another prohibited or unlawful item, it may search the employee's property such as his or her vehicle, lunchbox, cooler, purse, and similar items as allowed by law.

## PERSONNEL FILES

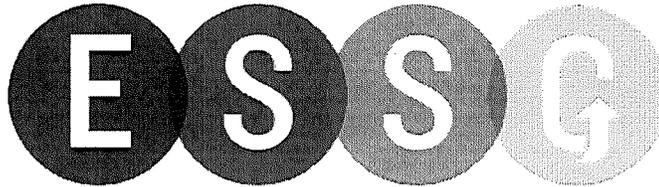
ESSG maintains personnel files related to all employees. An employee's personnel file contains information such as the employee's completed employment application, performance reviews, discipline, wage and salary history and other employment records that the Company deems important. Current employees may review their personnel file by making an appointment with Human Resources. Such review shall take place in Company offices, in the presence of Human Resources. Employees may not remove or change any information in the personnel file. ESSG will provide copies of documents within the personnel files to a current or former employee to the extent required by law.

## CODE OF CONDUCT

ESSG and Reichel Foods, Inc. conducts its business ethically. We will not willfully subscribe to illegal transactions with our customers, suppliers or our employees. Similarly, we believe those who find employment with us would subscribe to those same values-namely, that we treat each other with mutual respect, honesty, and trust.

## GOOD MANUFACTURING PRACTICES

It is the goal of Reichel Foods, Inc. to produce products that are wholesome, nutritious, pure and



employer solutions staffing group<sub>LLC</sub>

### Acknowledgement of Receipt of Workplace Safety Policy

I certify that I have received a copy of Employer Solutions Staffing Group's ESSG WORKPLACE SAFETY POLICY. I understand that it is my responsibility to read this policy and ask my supervisor, a member of management or to telephone Employer Solutions Group (ESSG) at **952.835.1288/1.866.496.7573** with any questions I may have about this policy. I agree to comply with ESSG's policy on ESSG WORKPLACE SAFETY POLICY and I understand failure to comply is grounds for disciplinary action, up to and including termination.

I also agree that if at any time during my employment I am believe that I am working in an unsafe or dangerous work environment, I will immediately contact my supervisor, manager, director or ESSG's Safety Director at **952.835.1288/1.866.496.7573** in order to obtain assistance in the resolution of such matters.

Employee Name (Please Print)

JOSHUA KAEN SEE

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Employee's Signature:

Electronic signature accepted

Date: 7/6/2022

**Receipt of Employee Handbook and Employee-At-Will Statement**

This is to acknowledge that I have read and have access to a copy of the Employer Solutions Staffing Group LLC (ESSG) Assigned Employee Handbook and understand that it sets forth the terms and conditions of my employment as well as the duties, responsibilities and obligations of my employment with the company. I understand and agree that it is my responsibility to abide by the rules, policies and standards set forth in the Handbook.

I also acknowledge that my employment with ESSG is not for a specified period of time and can be terminated at any time for any reason, with or without cause or notice, by me or by the company. I acknowledge that no oral or written statements or representations regarding my employment can alter the foregoing. I also acknowledge that no manager or employee has the authority to enter into an employment agreement, express or implied, providing for employment other than at-will.

**I also acknowledge that, except for the policy of at-will employment, ESSG reserves the right to revise, delete and add to the provisions of this Employee Handbook. All such revisions, deletions or additions must be in writing and must be signed by the CEO of the company. No oral statements or representations can change the provisions of this Handbook. I also acknowledge that, except for the policy of at-will employment, terms and conditions of employment with the company may be modified at the sole discretion of the company, with or without cause or notice, at any time. No implied contract concerning any employment-related decision, term of employment or condition of employment can be established by any other statement, conduct, policy or practice.**

**I understand the foregoing agreement concerning my at-will employment status and the company's right to determine and modify the terms and conditions of employment is the sole and entire agreement between me and ESSG concerning the duration of my employment, the circumstances under which my employment may be terminated and the circumstances under which the terms and conditions of my employment may change. I further understand that this agreement supersedes all prior agreements, understandings and representations concerning my employment with the company.**

If I have questions regarding the content or interpretation of this Handbook, I will bring them to the attention of ESSG or \_\_\_\_\_

DATE: 7/6/2022

EMPLOYEE NAME: JOSHUA KAEN SEE

PLEASE PRINT  
EMPLOYEE SIGNATURE:  Electronic signature accepted \_\_\_\_\_