

EMPLOYEE WARNING NOTICE FORM



Employee Name: Trinh Nguyen

Date: 11/30/22

Supervisor Name: Sam Chea

Hire Date: 1/20/11

- | | | |
|--|---|--|
| ☐ 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-Disruption in the workplace, disorderly conduct, and use of threatening language. |

2. Details of Unsatisfactory Behavior/Actions:

After viewing the camera, Abdirahman Abukar bumped Trinh by accident. Trinh shoved him which resulted in Abdirahman shoving Trinh. They both argued with one another and continued to be engaged in the argument. Trinh stated that Abdirahman raised his hand to her and threaten to hit her. Abdirahman was sent home and an investigation was opened. After viewing the camera, both employees were engaged in an argument and pushing one another. This type of behavior is unacceptable at Reichel Foods and if there are anymore occurrences, it could result in assignment end. If either employee feels threatened, they should not engage and should report to their supervisor.

3. Prior Warnings:

No previous warnings, gross misconduct occurred on 11/29/22 and resulted in a written warning.

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

Any further infractions regarding disruption in the workplace, disorderly conduct or use of threatening language will result in assignment end.

Employee Signature: [Signature] Date: 12-1-22

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

Manager's Signature: Kelsy Adillil Date: 12/1/22

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

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GOOD MANUFACTURING PRACTICES

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

Kelsey Sikkink

From: Gai Nguyen <gnguyen@reichelfoods.com>
Sent: Wednesday, November 30, 2022 9:02 AM
To: Kelsey Sikkink
Subject: Re: Trinh Nguyen's Incident

Yes, Abdibrahman Abukar.

Sent from my iPad

On Nov 30, 2022, at 8:57 AM, Kelsey Sikkink <Kelsey@corpmgmtgroup.com> wrote:

THIS MESSAGE ORIGINATED FROM OUTSIDE OF YOUR ORGANIZATION.

Hi Gai,

Can you please confirm that this Abdiraham Abukar please?

Kelsey Sikkink
CMG Account Manager
507.923.0366 Direct

.....
Corporate Management Group | 3707 Commercial Dr SW | Rochester MN, 55902 | Phone: 507.923.4955 |
www.corpmgmtgroup.com
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From: Gai Nguyen <gnguyen@reichelfoods.com>
Sent: Tuesday, November 29, 2022 5:52 PM
To: Alfonso Cerda <Alfonso@reichelfoods.com>; Kelsey Sikkink <Kelsey@corpmgmtgroup.com>; Lisa Campbell <Lisa@reichelfoods.com>; Samarth Chea <samarth@reichelfoods.com>; Jamie Laber <JLaber@reichelfoods.com>; Isabel Garcia <IsabelG@reichelfoods.com>; Gai Nguyen

<nguyen@reichelfoods.com>; Ali Rage <arage@reichelfoods.com>
Subject: Trinh Nguyen's Incident

Hi Kelsey,

I am sending this statement is about the incident that happened out in the production area earlier today at 4:04:10PM on the back off area of Orics 06. Trinh Nguyen came to office complaining about one of the employees from 2nd shift, Abdirahman Abukar push her so hard and threaten to hit her with his hand raise up about to hit her. I went back and do the investigate on the footage of the video and we saw the incident that happened like Trinh said. I cut the footage and name it with Trinh Nguyen & Abdirahman Incident and put it in the Investigation folder. Please look and let us know the decision what we should do with Abdirahman.

Trinh Nguyen, she stated that she was very upset and feel so bad when people treat her like that when she just stayed late to help them and make their job easier, but they gave her a hard time like this. Ali and I did calm her down and ask her how she's feeling after we had talked about the incident with Alfonso, and we decided sent Abdirahman home. Trinh said, "she's ok right now and stay to work until time to go home tonight".

Thanks,

Gai Nguyen

Production Supervisor
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Reichel Foods, Inc. | 3706 Enterprise Drive SW | Rochester MN, 55902 | Phone: 507-993-8361 | Fax: 507.289.6552
| www.reichelfoods.com