



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 4/6/2023
 Employee Name: Jessica Koob
 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)
 It was noticed on camera on the morning of Tuesday 4/4/2023, that Jessica Koob was smoking in the front lobby area at the end of her shift. Jessica has been trained on the Company Policy of no smoking on company property at any time. Attached are pictures of the incident.

Plan for Improvement:
 Jessica will not use any smoking device on company property at any time. She will make sure that this also includes any of the parking lot or ground areas.

Consequences of Further Infractions:
 If further infractions occur, Jessica will receive progressive disciplinary action which may include up to her assignment being ended.

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.

Jessica Koob
 Employee Signature

4/5/2023
 Date

[Signature]
 Manager/Supervisor

4/5/2023
 Date

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





