



Addendum to Application

APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

PLEASE COMPLETE PAGES 1-4 DATE 5.13.10

Name Kanneka Srosh.
Last First Middle Maiden

Social Security No. 388 - 31 - 2007

Telephone (507) 206-0355

If under 18, please list age _____

Position applied for (1) Production.
 and salary desired (2) 7.50
 (Be specific)

* 2 - 10pm shift

How many hours can you work weekly? 40 days Can you work nights? NO.

Employment desired ___ FULL-TIME ONLY ___ PART-TIME ONLY FULL- OR PART-TIME

When available for work? anytime. 2nd shift

Do you have responsibilities or commitments that will prevent you from meeting specified work schedules?
 No ___ Yes If so, please explain _____

Do you anticipate any absences from work on a regular basis?
 No ___ Yes If so, please explain _____

28 2701 Charles Ct.
 NW. Rochester MN
 55901.
 Referred by Sokheng Omer
Sron (sister working on 2nd)

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School		<u>SR Cambodia</u>	<u>12 years</u>	<u>HS diploma</u>
College				
Bus. or Trade School				
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A CRIME? No ___ Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

WORK EXPERIENCE

Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name <u>Kameka Grosh</u>	Supervisor name <u>Mike</u>	
Position <u>Hostes</u>	Employment dates	Pay or salary
Company <u>Applebee's</u>	From <u>10-8-08</u>	Start <u>6-55</u>
Address <u>Wausau WI 54401</u>	To <u>4-1-10</u>	Final <u>6-55</u>
Telephone <u>(715) 848-1110</u>	Your last job title <u>Hostes</u>	

Reason for leaving (be specific) Move to Rochester

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this Company.

Name _____	Supervisor name _____	
Position _____	Employment dates	Pay or salary
Company _____	From _____	Start _____
Address _____	To _____	Final _____
Telephone (____) _____	Your last job title _____	

Reason for leaving (be specific) _____

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this Company.

Name _____	Supervisor name _____	
Position _____	Employment dates	Pay or salary
Company _____	From _____	Start _____
Address _____	To _____	Final _____
Telephone (____) _____	Your last job title _____	

Reason for leaving (be specific) _____

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Who were you referred by? Omer/Imad

May we contact your present employer? Yes No

Did you complete this application yourself? Yes No

If not, who did? _____

SENSITIVE BUT UNCLASSIFIED

Department of Homeland Security
E-Verify

Report Prepared: 05/14/2010
Page: 1 of 1

Case Verification Number: 2010134150419DY

Initial Verification:

Last Name:	Srosh	First Name:	Kanneka
Middle Initial:		Maiden Name:	
Social Security Number:	388-31-2007	Date of Birth:	09/01/1984
Hire Date:	05/13/2010	Citizenship Status:	Lawful Permanent Resident (Alien # required)
Alien Number:	095015224	I-94 Number:	
Card Number:	MSC0922614858		
Document Type:	I-551	Doc. Expiration Date:	
Initiated By:	AKEL9119	Initiated On:	05/14/2010

Initial Verification Results:

Last Name:	SROSH	First Name:	KANNEKA
		Expire Date:	INDEFINITE

Initial Eligibility: EMPLOYMENT AUTHORIZED

**SSA Referral:**

Referral By:	Referral Date:
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Verification Response:

Eligibility:	Response Date:
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SSA Resubmittal:

Last Name:	First Name:
Middle Initial:	Maiden Name:
Social Security Number:	Date of Birth:
Initiated By:	Initiated On:

Resubmittal Verification Results:

Eligibility:

Additional Verification:

Comments:	Initiated On:
Initiated By:	

Verification Response:

Eligibility:	Response Date:
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DHS Referral:

Referral By:	Referral Date:
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DHS Referral Results:

Eligibility:	Response Date:
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Case Resolution:

Resolve Option:	Resolved Authorized		
Resolved By:	AKEL9119	Resolved On:	05/14/2010

SENSITIVE BUT UNCLASSIFIED



COPY

Reichel Foods, Inc. Employee Performance Review

EMPLOYEE INFORMATION	
Name: Kanneka Srosh	Due Date: 11/8/2011
Job Title: QA	Date: 10/20/2011
Department: QA	Supervisor/Manager: Kenda Adams
Review Period 8/8/2011 to 11/8/2011	Raise Recommended? Y/N How much? \$0.50

with 30 days based on punctuality improve must

RATINGS	1=Poor	2=Fair	3=Satisfactory	4=Good	5=Excellent
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Job Knowledge

Comments Neka has a great understanding of her job responsibilities. She did very well on the comprehension test that was recently given to all QAs.

Work Quality

Comments Neka's work quality is good. Slowing down and double checking to ensure accuracy of all checks and production quality is encouraged. She did an exceptional job as part of the barcoding implementation.

Attendance/Punctuality

Comments Neka is here everyday. Although the punctuality is improving I would like to see a continuous improvement with her getting to work 15 minutes prior to shift start in order to communicate with the QA team. This communication and preparation is important for anticipation of mistake-free production run. I would also like to see that Neka can better plan for childcare when we work 10 hour shifts. It affects the team as a whole when a co-worker can not be there causing them to run short-handed.

Safety

Comments Neka has no incident reports on file.

Communication/Listening Skills

Comments Neka's communication skills are sufficient.

Initiative

Comments I would like to see Neka step up and inquire about learning new tasks and responsibilities.

Dependability

Comments Neka is at work everyday and appears to be a team player whenever she can be.

Overall Rating (average the rating numbers above)

EVALUATION

ADDITIONAL COMMENTS

GOALS (as agreed upon by employee and manager)

Learn how log on computer.

VERIFICATION OF REVIEW

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

Employee Signature	<i>Kamela Smith</i>	Date	<i>11/1/11</i>
Supervisor/Manager Signature	<i>Kendra Adams</i>	Date	<i>11/1/11</i>

K. Zell

11/2/11

**Payroll/Status
Change Notice**

Employment Agency

CMG

Effective Date 12/19/11

Employee Splash Kanneka
Last First Middle

Department QA - Hornel 2nd Shift

Change(s)

	From	To (or New Hire)
<input checked="" type="checkbox"/> Salary/Wage	\$ <u>10.00</u> Per <u>HR</u>	\$ <u>10.50</u> Per <u>HR</u>
<input type="checkbox"/> Other	\$ _____ Per _____	\$ _____ Per _____

Reason For Change(s)

- | | | |
|---|--|--------------------------------------|
| <input type="checkbox"/> Demotion | <input type="checkbox"/> Merit Increase | <input type="checkbox"/> Rehired |
| <input type="checkbox"/> Dept. Transfer | <input type="checkbox"/> Probation Complete | <input type="checkbox"/> Resignation |
| <input type="checkbox"/> New Hire | <input type="checkbox"/> Promotion | <input type="checkbox"/> Retirement |
| <input type="checkbox"/> Layoff | <input checked="" type="checkbox"/> Reevaluation | <input type="checkbox"/> Transfer |
| <input type="checkbox"/> Other | | |

Leave of Absence

- | | | |
|--------------------------------------|---------------------------------------|-----------------------------------|
| <input type="checkbox"/> Educational | <input type="checkbox"/> Medical | <input type="checkbox"/> Personal |
| <input type="checkbox"/> Military | <input type="checkbox"/> Family Leave | |
| <input type="checkbox"/> Other | | |

Comments: _____

Office Use Only: Moved to QA 8/8/11

Last 3 Pay Increase (Date, From/To Amount, & Reason):
 Date: 11/8/10 From: \$ 900 To: \$ 1000 Reason: REVIEW
 Date: _____ From: \$ _____ To: \$ _____ Reason: _____
 Date: _____ From: \$ _____ To: \$ _____ Reason: _____

Change Authorized By: [Signature] Date: 12/19/11
 Change Approved By RF: [Signature] Date: 12/20/11
 Change Approved By Agency: [Signature] Date: 12/21/11

[Signature]

**Payroll/Status
Change Notice**

Employment Agency

CMG

Effective Date 3, 12, 12

Employee Srosh Kanneka
Last First Middle

Department QA - Rachel

Change(s)

	From	To (or New Hire)
<input checked="" type="checkbox"/> Salary/Wage	\$ <u>10.50</u> Per <u>HR</u>	\$ <u>11.00</u> Per <u>HR</u>
<input type="checkbox"/> Other	\$ _____ Per _____	\$ _____ Per _____

Reason For Change(s)

- Demotion
- Merit Increase
- Rehired
- Dept. Transfer
- Probation Complete
- Resignation
- New Hire
- Promotion
- Retirement
- Layoff
- Reevaluation
- Transfer

Promoted to 2nd shift QA
Rachel - Full time

Leave of Absence

- Educational
- Medical
- Personal
- Military
- Family Leave
- Other

Comments: _____

Office Use Only:

Last 3 Pay Increase (Date, From/To Amount, & Reason):

Date: _____ From: \$ _____ To: \$ _____ Reason: _____

Date: _____ From: \$ _____ To: \$ _____ Reason: _____

Date: _____ From: \$ _____ To: \$ _____ Reason: _____

Change Authorized By: [Signature] Date: 3, 12, 12

Change Approved By RF: [Signature] Date: 3, 12, 12

Change Approved By Agency: _____ Date: _____

Tom W [Signature] 3/12/2012



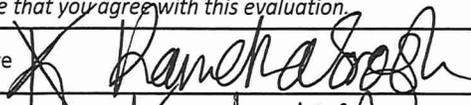
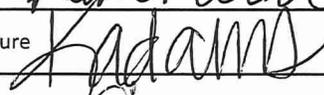
OK

COPY

Reichel Foods, Inc. Employee Performance Review

EMPLOYEE INFORMATION					
Name: Kanneka Srosh	Due Date: 5/26/2012				
Job Title: QA	Employee Start Date: 5/26/2010				
Department: QA	Supervisor/Manager: Kendra Adams				
Review Period	5/26/2011	to	5/26/2012	Raise Recommended? Y <input checked="" type="radio"/> N	How much?
RATINGS					
	1=Poor	2=Fair	3=Satisfactory	4=Good	5=Excellent
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i> Kanneka's job knowledge has significantly increased in the past 3 months. She has completed training for all of the Reichel QA responsibilities and became a full-time QA at the Reichel main plant in February 2012. She is one of few that are trained for both the Hormel QA and Reichel QA job responsibilities.					
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i> Kanneka's work quality is excellent. She makes very few mistakes and always is aware of what is going on in the fast paced environment.					
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i> Kanneka's attendance is great. Her punctuality has significantly improved over the last 6 months. She successfully made it through her probationary period from her last review due to punctuality. She is on the right track to making this improvement long term as her new schedule at the main plant accomodates to her needs better.					
Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i> Kanneka has no incident reports on file. She proves to be a good role model for other employees.					
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i> Kanneka's communication and listening skills are excellent. She asks questions when needed and is very good about communicating any issues or concerns that may arise during her work day.					
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i> Kanneka has great potential to continue growing as a valuable asset to the QA department. I would like to see her take the initiative to inquire about other responsibilities if she is interested.					
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Comments</i> Kanneka is a very dependable employee which is demonstrated by her attendance. She works very well with other employees in the QA department and assists where needed.					
Overall Rating (average the rating numbers above)					
EVALUATION					
ADDITIONAL COMMENTS					
GOALS (as agreed upon by employee and manager)					
VERIFICATION OF REVIEW					

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

Employee Signature		Date	05/23/12
Supervisor/Manager Signature	 	Date	5/23/12 5/23/12

Emily Theros

From: Lisa Campbell <Lisa@reichelfoods.com>
Sent: Friday, July 20, 2012 3:26 PM
To: Kelsey Sikkink; Hugh Fendry; Emily Theros
Cc: Kristi Gorden; Mike Schumacher
Subject: Kannaka Srosh New Wage

Kannaka's wage will go from \$11.00 to \$10.50 since she is moving from QA to the line.

Thanks
Lisa

Thank You,

Lisa Campbell
Reichel Foods Inc.
Human Resources
507-289-7264 x234
Lisa@reichelfoods.com

9/12/2013

Job Description

Sanitation Employee



SUMMARY

Responsible for the complete clean up of production and non-production areas, using low pressure water hoses and chemicals. Employees remove garbage, disassemble miscellaneous equipment, wash, clean and sanitize the equipment, and prepare for inspection in the morning prior to general operations start up. Includes cleaning of welfare areas as assigned.

PRIMARY RESPONSIBILITIES

1. Know and understand cleaning procedures and correct concentration and application of all cleaning and sanitizing chemicals.
2. Must complete safety training associated with the chemicals used in this position. Must follow all PPE requirements necessary for job tasks, and know how to use MSDS information when needed.
3. Understand the operational controls of production lines scheduled to be cleaned.
4. May need to use pallet jack or dollies to move materials. Employee works closely with other operators to attain daily production goals.
5. Must be able to do physically demanding work with some lifting (30-50 lb.). Employee should be able to work in either warm or cold temperatures and stand on the job for a maximum of 5 hours at a time. Employees must also possess physical stamina with a range of motion and dexterity.
6. Must comply with regulatory as well as company food safety, employee hygiene, quality and employee safety rules and policies.
7. Must retain knowledge of all cleaning procedures necessary to the position.

PHSICAL ENVIRONMENT/WORKING CONDITIONS

This position is in a manufacturing environment and will involve standing and walking for long periods of time, working in warm and cold temperatures, and some lifting of 30-50 pounds. Employee must possess physical stamina with a range of motion and dexterity.

TRAINING REQUIREMENTS

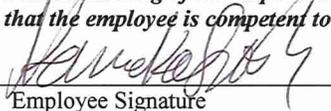
Orientation, on-the-job training, New Sanitation/Production Employee Training (ST0021FO), Allergen Control, Food Safety, Reichel SSOP's, FDA SSOP's, LOTO, Chemical Safety,

EQUIPMENT/MACHINERY USED

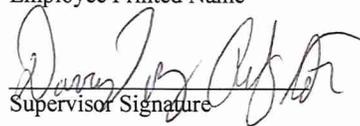
In-line packaging equipment, conveyors, card applicators, barrel dollies, pallet jacks, dip depositors, box/tapers, ink code dating machines, mechanical tray flippers, portable foam applicators, floor scrubbers, tumblers, pneumatic foggers, slicers, grinders, steam generators, dip pumps, forklifts, squeegees, shovels, brooms, cardboard and trash compactors and any other equipment deemed necessary.

Signatures below constitute employee's understanding of the responsibilities and requirements of the position and Supervisor's verification that the employee is competent to complete the required tasks.

Kanneka Srosh
Employee Printed Name


Employee Signature

09.13.13
Date


Supervisor Signature



ams

Reichel Foods, Inc.

Employee Warning Notice

SCANNED

Employee Information

Date: *11-30-13*
 Employee Name: *Kanneka Stosh*
 Job Title: *Sanitation*
 Manager/Supervisor: *Darryl Ray Carter Jr*

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)

Kanneka has been talk to a few times now on being to work on time. on 11-30-13 kanneka was late to work

Plan for Improvement:

Kanneka will make it to work on time when schedule

Consequences of Further Infractions:

Written Warning

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 *Kanneka Stosh* Date *11-30-13*

Manager/Supervisor *Darryl Ray Carter Jr* Date *11-30-13*

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



AUTHORIZATION FOR PAYROLL DEDUCTION

Reichel Foods, Inc. has issued me a tool box and tools needed to perform tasks associated with operating a piece of equipment. I, Kanneka Srosh (employee's name), hereby authorize my employer to deduct the dollar amounts listed below associated with any lost or broken (due to negligence) tool or equipment.

At no time will I replace my lost or broken tool/equipment on my own. I will notify my supervisor of my lost or broken tool/equipment so the company can issue me a replacement. An Authorization for Payroll Deduction form must be completed to receive replacement tools/equipment.

I reserve the right to revoke this payroll deduction authorization at any time. I agree to return all tools or equipment when I terminate this authorization or my employment.

If I fail to return all of the tools and/or equipment issued to me, I authorize my employer to deduct from my final paycheck the replacement cost for such tools and/or equipment as outlined in the schedule below.

Employee Signature

Kanneka Srosh

Date

01.22-14

Vendor	Item #	Tools and Equipment List	Price
MMCARR	56405A53	Stainless Steel Ultra Grip Phillips Screwdriver	\$13.00
MMCARR	56405A63	Stainless Steel Ultra Grip Flat Head Screwdriver	\$11.00
MMCARR	5385A12	6" Crescent Wrench	\$15.00
MMCARR	5385A13	8" Crescent Wrench	\$16.00
MMCARR	5385A14	10" Crescent Wrench	\$20.00
MMCARR	91827A300	7/16" Stainless Steel Combination Wrench	\$13.00
MMCARR	91827A400	1/2" STAINLESS STEEL COMBINATION WRENCH	\$16.00
MMCARR	91827A500	9/16" Stainless Steel Combination Wrench	\$18.00
MMCARR	5637A3	6 1/2" Flat Jaw Tongue and Groove Pliers	\$12.00
MMCARR	5637A1	9 1/2" Flat Jaw Tongue and Groove Pliers	\$17.00
MMCARR	5160A9	3/4" Ratcheting Combination Wrench	\$33.00
MMCARR	5624A2	8" Combination Jaw Slip Joint Pliers	\$8.00
MMCARR	5172A51	7" Vise Grip Locking Pliers	\$11.00
MMCARR	5172A5	10" Vise Grip Locking Pliers	\$13.00
MMCARR	5160A26	14MM Ratcheting Combination Wrench	\$25.00
MMCARR	60025A66	17" Screwdriver Prybar	\$14.00
MMCARR	85555A211	Adjustable Click Style Torque Wrench 30-150 in.-lbs.	\$142.00
MMCARR	1613T1	Electric Engraver	\$25.00
MMCARR	8336A15	Ratcheting Tube Cutters- 2"	\$140.00
MMCARR	2641A26	4"W Stainless Steel Scrapers	\$9.80
MMCARR	2641A21	1 1/2"W Stainless Steel Scrapers	\$6.44
NJAMESON	6907153	Orange Plastic Scrapers	\$5.00
NJAMESON	6902496	8" Black Plastic Scrapers	\$4.00



AUTHORIZATION FOR PAYROLL DEDUCTION

Reichel Foods, Inc. has issued me a tool box and tools needed to perform tasks associated with operating a piece of equipment. I, Kanneka Srook (employee's name), hereby authorize my employer to deduct the dollar amounts listed below associated with any lost or broken (due to negligence) tool or equipment.

At no time will I replace my lost or broken tool/equipment on my own. I will notify my supervisor of my lost or broken tool/equipment so the company can issue me a replacement. An Authorization for Payroll Deduction form must be completed to receive replacement tools/equipment.

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If I fail to return all of the tools and/or equipment issued to me, I authorize my employer to deduct from my final paycheck the replacement cost for such tools and/or equipment as outlined in the schedule below.

Employee Signature

Kanneka Srook

Date

10/21/14

Vendor	Item #	Tools and Equipment List	Price
MMCARR	56405A53	Stainless Steel Ultra Grip Phillips Screwdriver	\$13.00
MMCARR	56405A63	Stainless Steel Ultra Grip Flat Head Screwdriver	\$11.00
MMCARR	5385A12	6" Crescent Wrench	\$15.00
MMCARR	5385A13	8" Crescent Wrench	\$16.00
MMCARR	5385A14	10" Crescent Wrench	\$20.00
MMCARR	91827A300	7/16" Stainless Steel Combination Wrench	\$13.00
MMCARR	91827A400	1/2" STAINLESS STEEL COMBINATION WRENCH	\$16.00
MMCARR	91827A500	9/16" Stainless Steel Combination Wrench	\$18.00
MMCARR	5637A3	6 1/2" Flat Jaw Tongue and Groove Pliers	\$12.00
MMCARR	5637A1	9 1/2" Flat Jaw Tongue and Groove Pliers	\$17.00
MMCARR	5160A9	3/4" Ratcheting Combination Wrench	\$33.00
MMCARR	5624A2	8" Combination Jaw Slip Joint Pliers	\$8.00
MMCARR	5172A51	7" Vise Grip Locking Pliers	\$11.00
MMCARR	5172A5	10" Vise Grip Locking Pliers	\$13.00
MMCARR	5160A26	14MM Ratcheting Combination Wrench	\$25.00
MMCARR	60025A66	17" Screwdriver Prybar	\$14.00
MMCARR	85555A211	Adjustable Click Style Torque Wrench 30-150 in-lbs.	\$142.00
MMCARR	1613T1	Electric Engraver	\$25.00
MMCARR	8336A15	Ratcheting Tube Cutters- 2"	\$140.00
MMCARR	2641A26	4"W Stainless Steel Scrapers	\$9.80
MMCARR	2641A21	1 1/2"W Stainless Steel Scrapers	\$6.44
NJAMESON	6907153	Orange Plastic Scrapers	\$5.00
NJAMESON	6902496	8" Black Plastic Scrapers	\$4.00
MMCARR	7484T1	Adjustable Brass Hose Nozzle	\$10.30
GRAINGER	5RAG1	BAYCO LED Flashlight	\$40.95
ToolDiscount	OTC8263	Stainless Steel O-Ring Pick w/Screwdriver Grip	\$17.73
MMCARR	7447T12	Garden Hose Nozzle	\$13.78



AUTHORIZATION FOR PAYROLL DEDUCTION

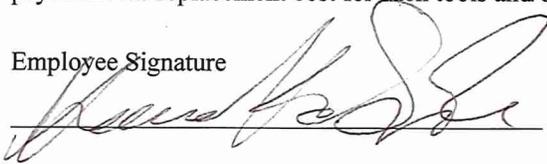
Reichel Foods, Inc. has issued me a selection of tools available to use so I can perform tasks associated with my position. I, Kanneka Sposh (employee's name), hereby authorize my employer to deduct the dollar amounts listed below associated with any lost or broken (due to negligence) tool or equipment.

At no time will I replace my lost or broken tool/equipment on my own. I will notify my supervisor of my lost or broken tool/equipment so the company can issue me a replacement. An Authorization for Payroll Deduction form must be completed to receive replacement tools/equipment.

I reserve the right to revoke this payroll deduction authorization at any time. I agree to return all tools or equipment when I terminate this authorization or my employment.

If I fail to return all of the tools and/or equipment issued to me, I authorize my employer to deduct from my final paycheck the replacement cost for such tools and/or equipment as outlined in the schedule below.

Employee Signature



Date

8-29-15

Vendor	Item #	Tools and Equipment List	Price
MMCARR	56405A53	Stainless Steel Ultra Grip Phillips Screwdriver	\$13.48
MMCARR	56405A63	Stainless Steel Ultra Grip Flat Head Screwdriver	\$10.92
MMCARR	5385A12	6" Crescent Wrench	\$16.52
MMCARR	5385A13	8" Crescent Wrench	\$18.47
MMCARR	5385A14	10" Crescent Wrench	\$21.50
MMCARR	91827A300	7/16" Stainless Steel Combination Wrench	\$13.86
MMCARR	91827A400	1/2" STAINLESS STEEL COMBINATION WRENCH	\$16.58
MMCARR	91827A500	9/16" Stainless Steel Combination Wrench	\$18.82
MMCARR	5637A3	6 1/2" Flat Jaw Tongue and Groove Pliers	\$12.50
MMCARR	5637A1	9 1/2" Flat Jaw Tongue and Groove Pliers	\$17.50
MMCARR	5163A21	3/4" Ratcheting Combination Wrench	\$30.95
MMCARR	5624A2	8" Combination Jaw Slip Joint Pliers	\$8.24
MMCARR	5172A51	7" Vise Grip Locking Pliers	\$11.85
MMCARR	5172A5	10" Vise Grip Locking Pliers	\$12.76
MMCARR	5160A26	14MM Ratcheting Combination Wrench	\$26.31
MMCARR	60025A65	7" Screwdriver Prybar	\$12.67
MMCARR	85555A211	Adjustable Click Style Torque Wrench 30-150 in-lbs.	\$141.53
MMCARR	1613T1	Electric Engraver	\$25.44
MMCARR	8336A15	Ratcheting Tube Cutters- 2"	\$139.64
MMCARR	2641A26	4"W Stainless Steel Scrapers	\$9.80
MMCARR	2641A21	1 1/2"W Stainless Steel Scrapers	\$6.44
NJAMESON	6907153	Orange Plastic Scrapers	\$5.05
NJAMESON	6902496	8" Black Plastic Scrapers	\$4.10
GRAINGER	5RAG1	BAYCO LED Flashlight	\$43.53
MMCARR	3673T12	Wash Gun 8.1 GPM Rear Trigger Stainless Steel	\$106.69
MMCARR	50485K221	Small Stainless Steel End Cap	\$6.03
MMCARR	5070K31	Small Plastic End Cap	\$20.19



Reichel Foods, Inc.

Employee Warning Notice

SQ0014FO

R: 2

Page 1 of 1

Employee Information

Date: 2-12-16

Employee Name: Kanneka Srosh

Job Title: Sanitation

Manager/Supervisor: Darryl Ray Conley Jr

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)

Kanneka Srosh has been talked to again about her attendance and tardiness and what she needs to improve on. Since our last talk on 1-26-16 Kanneka has called in sick on 2/9 and she was late on 2/10. This puts her over the limit for the CMG attendance policy.

Plan for Improvement:

Kanneka will have to go 4 months without calling in or being late for work

Consequences of Further Infractions:

Will be moved to 1st or 2nd shift. If this continues with shift change could result to end assignment

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

2-12-16

Manager/Supervisor

Date

2-12-16

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

Date

Margo Sage

From: Rich Behare [rich@employersolutionsgroup.com]
Sent: Saturday, May 29, 2010 11:00 AM
To: Margo Sage
Cc: Emily Sage
Subject: 05/29/10 - Reichel Foods Background Check (s) - Clean.

Margo,

The following Reichel Foods Background check(s) came up clean as of 05/29/10:

- | | |
|-------------------|-------------|
| 1. Abrom, Helena | XXX-XX-3384 |
| 2. Moua, Teng | XXX-XX-4769 |
| 3. Srosh, Kanneka | XXX-XX-2007 |
| 4. Watts, LaQuita | XXX-XX-8365 |

Best Regards,

Richard "Rich" Behare
Payroll Administrator

EMPLOYER SOLUTIONS GROUP, LLC
7301 Ohms Lane, Suite 405
Edina, MN 55439 USA

952-835-1288 Office
952.767.0312 Fax
www.employersolutionsgroup.com

Emily Sage

From: Karin Grzanek [Karin@reichelfoods.com]
Sent: Wednesday, August 18, 2010 11:46 AM
To: Emily Sage; Margo Sage
Cc: Danielle Johnson; Josie Greve
Subject: Kannaka Srosh

Kannaka has completed her QA Back Up Training. Please increase her wage by \$1.00/hour effective this week, 8/16/10. Please let me know if you have any questions.

Thanks!

Karin Grzanek
Technical Services Director
Reichel Foods, Inc.
507-289-7264
507-289-6552 Fax

Emily Sage

From: Alfonso Cerda [Alfonso@reichelfoods.com]
Sent: Friday, May 06, 2011 9:19 AM
To: Emily Sage
Cc: Lisa Brogan; Kristi Gorden; Jamie Sorensen
Subject: Raises

Please raise the following employees raise effective 5/2/11:

Kanakka to \$10

Hussein Al-Rubaji to \$9

Thanks,

Alfonso Cerda

Reichel Foods

3706 Enterprise Dr. SW

Rochester, MN 55902

507.289.7264

No virus found in this message.

Checked by AVG - www.avg.com

Version: 10.0.1325 / Virus Database: 1500/3619 - Release Date: 05/06/11



✓ ok
ENTERED

Reichel Foods, Inc. Employee Performance Review

SQ0012FO
R: 2
Page 1 of 1

EMPLOYEE INFORMATION

Name Kannaka Srosh Due Date 6/9/11
 Job Title Production Date 5/26/11
 Department Production Supervisor/Manager Jamie Sorenson
 Review Period 5/26/10 to 5/30/11

RATINGS

	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					

Overall Rating (average the rating numbers above)

EVALUATION

ADDITIONAL COMMENTS

Very intelligent and hard worker. I depend on her to make sure line is running efficiently. Make it to work on time everyday.

GOALS

(as agreed upon by employee and manager)

VERIFICATION OF REVIEW

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

Employee Signature

Kannaka Srosh

Date

5/31/11

Manager Signature

Jamie Sorenson

Date

5/31/11



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 1-26-16
Employee Name: Kanneka Stosh
Job Title: Sanitation
Manager/Supervisor: Darryl Ray Coakler

Type of Warning

- Verbal Warning []
Written Warning [X]
Final Warning []

Type of Offense

- Tardiness/Leaving Early [X]
Absenteeism [X]
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)

Kanneka has been talk to many time about her attendance and tardiness at work. Kanneka was aware she needed to make improvements on her punctuality and attendance. On 1-21-16 Kanneka text her supervisor @ 10:05pm saying she had an upset stomach and if it gets better she will come in to work. Kanneka never called her supervisor back

Plan for Improvement:

Kanneka will continue to work on here attendance and punctuality she will reread what she wrote to improve on her attendance and implement

Consequences of Further Infractions:

Could result to an suspension or final warning

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 [Signature] Date 1-26-16
Manager/Supervisor [Signature] Date 1-26-16

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

Darryl Conley

From: Kelsey Sikkink <Kelsey@corpmanagementgroup.com>
Sent: Monday, January 25, 2016 8:30 AM
To: Darryl Conley
Subject: RE: Kanneks S.

Follow Up Flag: Follow up
Flag Status: Flagged

Here you go-

HD-5/26/10

1/21/16-sick
12/16/15-sick
12/14/15-sick
6/28/15-sick
6/1/15-sick

Tardiness-

In the last year she has been tardy 18 times. We have addressed and I believe you have as well.

**Thank you,
Kelsey Sikkink
CMG Client Services Manager
507-923-0366
507-923-4955**



"your workforce management & staffing experts"

From: Darryl Conley [<mailto:Darryl@reichelfoods.com>]
Sent: Saturday, January 23, 2016 11:26 PM
To: Kelsey Sikkink
Subject: Kanneks S.

Hi Kelsey

Can I get Kanneka Srosh attendance log pls

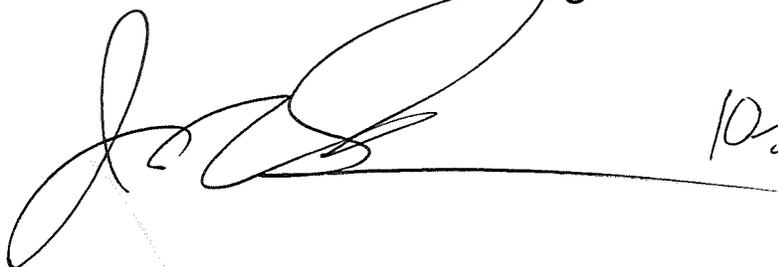
10/5/15

Coaching Session with Kanneka Srosh

I, Jamie Sorensen, Sanitation Manager spoke with Kanneka from 10:31pm-11:04pm tonight going over a couple different issues that have come up lately. First, she has been repeatedly late for work and has multiple warnings from her staffing agency as being addressed by her Supervisors. The main reason stated by Kanneka for being tardy is that it takes her a long time sometimes to get herself and her daughter ready to go. Kanneka said she will attempt to solve this issue by getting ready earlier in the evening, so this issue should be eliminated. Her progress will be monitored over the next 60 days, to see if this solution works or if there is a need for further coaching or disciplinary.

Next, Kanneka was found to mix a chemical solution for fogging a production room, without testing the concentration of said solution beforehand to ensure that it was mixed within required limits. The Supervisor tested the solution after the fact and found it was much higher than required by our procedures. This potentially could have cause a hazardous situation. Kanneka knows she needs to follow all procedures at all times and says this will never happen again. She will always test concentrations of solutions that she mixes before using or whenever else required. If this happens again, Kanneka will face further disciplinary action.

Jamie Sorensen Sanitation Manager



10-5-15

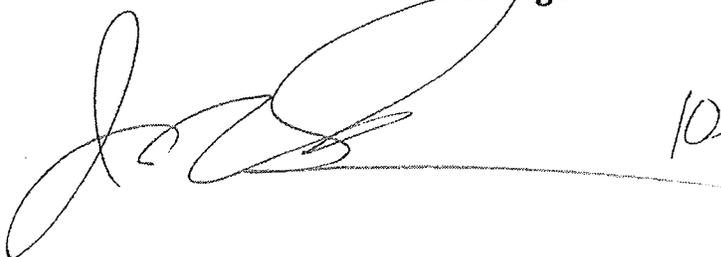
10/5/15

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Jamie Sorensen Sanitation Manager



10-5-15

Kanneka Srosh

On 9-30-14 in the MV1 room Kanneka put the chocolate chip dispenser insert in the dispenser, but we were running peanuts on 10-1-14 Kanneka knows she made a mistake and will make sure that the correct insert is put the dispenser. Next action will be a written disciplinary.

Kanneka Srosh

10-01-14

Nancy Srosh

10-1-14



cons of on 1/6, 1/7 & 1/8 to
Sign. made copy and gave
to KS on 1/16 w/ paystub.

Disciplinary Report Form

Employee name: Kanneka Srosh	Hire Date: 5/26/2010	Job title: Production
Department: Production	Shift: 1 st	Supervisor: Bunthy Douk

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

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 Absence 1/4/2020

Completed by: Diana Elton	Date: 1/6/2020
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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

Final Warning for the Attendance Policy

Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:

- 2/11/2019 - Notification for attendance
- 2/21/2019 - Verbal for attendance
- 2/22/2019 - Verbal for attendance
- 3/12/2019 - Written for attendance
- 5/7/2019 - Written for attendance
- 5/15/2019 - Final for attendance
- 10/7/2019 - Notification for attendance
- 10/26/2019 - Notification for attendance
- 10/31/2019 - Verbal for attendance
- 11/9/2019 - Written for attendance
- 11/19/2019 - Written for attendance
- 12/9/2019 - Written for attendance

Consequence if incident occurs again:
Possible Final Warning / Possible Assignment End

Human Resources Signature(s): Kelsey Sikkink	Date: 1/6/2020
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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: _____

Kanika

Your **REICHEL FOODS, INC. SUPERVISOR** will give you as much advance notice as possible about any overtime requirement. Overtime is based on each hour over 40 worked in a regular work week (Monday-Sunday). If you are unable to work Saturday and/or Sunday, employee must fill out a Time Off Request form before Thursday and submit to Reichel Foods, Inc. Supervisor for approval. Time Off Requests approved for Saturday and Sunday does not affect your attendance record or vacation usage.

 **ATTENDANCE**

ESSG and **REICHEL FOODS, INC.** need a reliable workforce. When you are on the job and on time each working day, you contribute to the team effort and the continuous workflow. When you are absent or tardy, even for a valid reason, it places an extra burden on other ESSG Associates/**REICHEL FOODS, INC. TEAM MEMBERS** and could reduce the quality of the finished product or service at **REICHEL FOODS, INC.**

ESSG Associates are expected to be at their workstations ready to begin work at their assigned start time. You are also expected to remain on the job during working hours. If you wish to leave the premises for any reason, you must receive permission from your **REICHEL FOODS, INC. SUPERVISOR**. Your attendance record is part of your total work record, and could affect your future with ESSG and **REICHEL FOODS, INC.**

 **TARDINESS AND ABSENCE REPORTING**

Absenteeism and tardiness are the most common reasons for removal from assignments at Reichel Foods, Inc. Make it a priority to be on time and at work every day that you are assigned.

In the event you are unable to be at work or will be tardy, you are expected to call the Absent and Tardy Phone Line before the start of your shift, or, in the case of any emergency, as soon as possible. The telephone number for the Absent and Tardy Phone Line is: (507) 923-4957. Attendance and punctuality are of great importance to our company and our customers. As an employee, your contribution to the success of the organization is very important. Absenteeism and tardiness place a burden on other employees, on the overall operations of the business, and most importantly on our customers. While the company recognizes that there are times that necessitate being away from your assigned duties, each employee must appropriately balance the needs of the business with their personal needs. To ensure a consistent application, the following policies have been established. These policies are intended to further clarify and define the attendance/punctuality expectations that are outlined in the Employee Handbook.

Because it is our desire to build a responsible workforce, we have chosen to implement a "No Fault" attendance policy. With this policy, employees need not bring in excuses. All absences and tardies are recordable for purposes of determining excessive absenteeism or tardiness under this policy. Absences resulting from conditions that are determined to qualify for leave under the federal Family and Medical Leave Act (FMLA) are not counted as absences under the

"No Fault" policy.

The Company's "No Fault" policy allows an employee with one year seniority to be absent (7) days in a twelve (12) month period in excess of the Employee's properly utilized vacation days for that period. In addition, this policy allows an employee seven (7) tardies in a twelve (12) month period. Tardies include late arrivals, unexcused late arrivals, and/or missed punches. Employees who have one year or more of service, but who are eligible for vacation, will be allowed up to seven (7) days of absence in a twelve (12) month period. Missing more than seven (7) days, apart from vacation days, is considered "Excessive Absenteeism."

For the purpose of determining "Excessive Absenteeism" for employees with less than one year of service, the Company will prorate the number of absences allowed per year on a monthly basis (for example: missing more than two (2) days in a three (3) month period would be considered excessive absenteeism).

Any employee who fails to maintain an acceptable attendance record by falling into the "Excessive Absenteeism" categories described above, or who engages in excessive tardiness, will be subject to disciplinary action, up to and including termination. Excessive absenteeism or tardiness may also affect future promotions, job transfers, compensation, and eligibility for vacation time.

If an employee is absent from work for one (1) day without calling the absent/tardy phone line, the employee may be subject to disciplinary action, up to and including termination or voluntary quit, effective the last day worked by the employee.

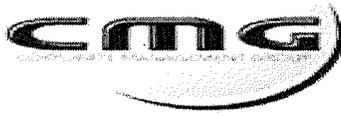


SAFETY RULES AND RESPONSIBILITIES

Safety is everyone's job while on assignment at Reichel Foods, Inc. It is important for you to learn and follow all safety procedures for your job. Any near miss or injury, regardless of its severity, must be reported to your supervisor. A near miss is an incident in which no property was damaged and no personal injury was sustained, but where, given a slight shift in time or position, damage or injury easily could have occurred.

As an employee, you must accept responsibility for safety. These responsibilities include:

1. Follow department and plant safety practices.
2. Be familiar with all safety rules that directly pertain to your job and comply with them.
3. Report accidents and injuries to your Supervisor or Lead immediately no matter how minor.
4. First Aid must be obtained for any injury, no matter how slight.
5. Employees are required to provide cooperation and information for accurate accident investigations. Our goal is to prevent a recurrence of a similar incident.
6. Notify your Supervisor, Operations Manager or Safety Supervisor of any close calls, unsafe acts or conditions immediately.
7. Horseplay or unsafe acts are strictly forbidden. Example: Throwing product is considered an unsafe act. Willful horseplay or unsafe acts will be grounds for



Disciplinary Report Form

Employee name: Kanneka Srosh	Hire Date: 5/26/2010	Job title: Production
Department: Production	Shift: 1 st	Supervisor: Bunthy Douk

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

Absenteeism

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 Absence on 12/9/2019

Completed by:
Diana Elton

Date:
12/11/2019

(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:
 2/11/2019 - Notification for attendance
 2/21/2019 - Verbal for attendance
 2/22/2019 - Verbal for attendance
 3/12/2019 - Written for attendance
 5/7/2019 - Written for attendance
 5/15/2019 - Final for attendance
 10/7/2019 - Notification for attendance
 10/26/2019 - Notification for attendance
 10/31/2019 - Verbal for attendance
 11/9/2019 - Written for attendance
 11/19/2019 - Written for attendance
 12/9/2019 - Written for attendance

Written Warning for the Attendance Policy

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

Human Resources Signature(s): Kelsey Sikkink

Date:
12/11/2019

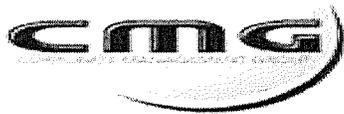
Employee statement: I agree with the incident description above. I disagree with the incident description above.
Date report presented to employee:

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: Kanneka Srosh	Hire Date: 5/26/2010	Job title: Production
Department: Production	Shift: 2nd	Supervisor: jonny

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

Absenteeism

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 Absence on 11/19/2019

Completed by: Diana Elton	Date: 11/20/2019
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(Shaded area to be completed by Human Resources only.)

<p>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 apart from personnel files and copies thereof</p> <h3 style="text-align: center;">Written Warning for the Attendance Policy</h3>	<p>Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:</p> <p>11/19/2019 - Written for attendance 11/9/2019 - Written for attendance 10/31/2019 - Verbal for attendance 10/26/2019 - Notification for attendance 10/7/2019 - Notification for attendance</p>
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Consequence if incident occurs again:
Possible Written Warning / Possible Final Warning

Human Resources Signature(s): <i>Kelsey Sikkink</i>	Date: 11/20/2019
--	----------------------------

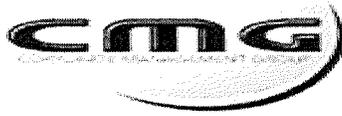
Employee statement: I agree with the incident description above. I disagree with the incident description above.
Date report presented to employee:

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: Kanneka Srosh	Hire Date: 5/26/2010	Job title: Production
Department: Tumbler Room	Shift: 1st	Supervisor: Bunthy

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

Absenteeism

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 Absence on 5/15/2019

Completed by: Diana Elton	Date: 5/16/2019
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(Shaded area to be completed by Human Resources only.)

<p>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 apart from personnel files and copies thereof</p> <p>Final Warning for the Attendance Policy</p>	<p>Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:</p> <p>5/15/2019 - Final for Attendance 5/7/2019 - Written for Attendance 3/12/2019 - Written for Attendance 2/22/2019 - Verbal for Attendance 2/21/2019 - Verbal for Attendance 2/11/2019 - Notification for Attendance</p>
---	--

Consequence if incident occurs again:
Possible Final Warning / Possible Demotion from Tumbler Room with Pay Decrease
Would like to see you go 2 months without calling in

Human Resources Signature(s): Kelsey Sikkink	Date: 5/16/2019
---	---------------------------

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: 05-16-19
Witness signature (if any):	Date: 5-16-19
Signature of person presenting report:	Date:



Disciplinary Report Form

Employee name: Kanneka Srosh	Hire Date: 5/26/2010	Job title: Production
Department: Production	Shift: 1 st	Supervisor: Bunthy Douk

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

Absenteeism

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 Absence on 5/7/2019

Completed by: Diana Elton	Date: 5/8/2019
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(Shaded area to be completed by Human Resources only.)

<p>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 apart from personnel files and copies thereof</p> <p>Written Warning for the Attendance Policy</p>	<p>Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:</p> <p>7/13/2018 to 8/20/2018 – 3 Verbal for Attendance 10/19/2018 to 12/14/2018 – 2 Notification for Attendance 12/20/2018 to 2/22/2019 – 4 Verbal for Attendance 3/12/2019 to 5/7/2019 – 3 Written for attendance</p>
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Consequence if incident occurs again:
Possible Written Warning / Possible Final Warning

Human Resources Signature(s): <i>Kelsey Sikkink</i>	Date: 5/8/2019
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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: Kanneka Srosh	Hire Date: 05/26/2010	Job title: Production
Department: Production	Shift: 1st	Supervisor: Bunthy Douk

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

Absenteeism

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 Absence on 3/12/2019

Completed by: Diana Elton	Date: 3/13/2019
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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:
 4/2/2018 - Verbal for attendance
 7/13/2018 - Verbal for attendance
 8/20/2018 - Verbal for attendance
 10/19/2018 - Notification for attendance
 12/14/2018 - Notification for attendance
 12/20/2018 - Verbal for attendance
 2/11/2019 - Notification for attendance
 2/22/2019 - Verbal for attendance

Written Warning for the Attendance Policy

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

Human Resources Signature(s): <i>Kelsey Sikkink</i>	Date: 3/13/2019
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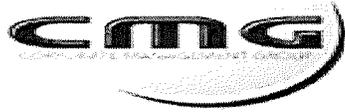
Employee statement: I agree with the incident description above. I disagree with the incident description above.
Date report presented to employee:

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: Kanneka Srosh	Hire Date: 5/26/2010	Job title: Production
Department: Production	Shift: 1 st	Supervisor: Bunthy Douk

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 Tardiness on 2/28/2018

Completed by: Sierra Peterson	Date: 3/1/2018
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(Shaded area to be completed by Human Resources only.)

<p>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 apart from personnel files and copies thereof</p> <p>Written warning for the tardiness policy</p>	<p>Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:</p> <p>7/5/2017- Written for tardiness</p> <p>9/25/2017- Verbal for tardiness</p> <p>2/2/2018- Notification for tardiness</p> <p>2/14/2018- Notification for tardiness</p> <p>2/15/2018- Notification for tardiness</p> <p>2/19/2018- Verbal for tardiness</p>
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Consequence if incident occurs again:
Possible Written Warning / Possible Final Warning

Human Resources Signature(s): Kelsey Sikkink	Date: 3/1/2018
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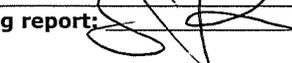
Employee statement: I agree with the incident description above. I disagree with the incident description above. **Date report presented to employee:**

Employee comments: (Attach sheets if necessary.)

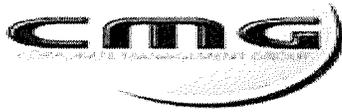
Go 2 months without arriving late
****Please sign and return to CMG****

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:** 03-06-18

Witness signature (if any):  **Date:** 3/6/2018

Signature of person presenting report:  **Date:** 3/6/2018



Disciplinary Report Form

Employee name: Kanneka Srosh	Hire Date: 5/26/2010	Job title: Production
Department: Production	Shift: 1 st	Supervisor: Bunthy Douk

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 Tardiness on 7/5/2017

Completed by: Sierra Haugerud	Date: 7/6/2017
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(Shaded area to be completed by Human Resources only.)

<p>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 apart from personnel files and copies thereof</p> <p>Written warning for the tardiness policy</p>	<p>Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:</p> <p>7/16/2016- Verbal warning for the tardiness policy 8/22/2016- Verbal warning for the tardiness policy 9/12/2016- Verbal warning for the tardiness policy 10/22/2016- Notification for tardiness 1/30/2017- Notification for tardiness</p>
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Consequence if incident occurs again:
Possible Final Warning / Possible Assignment End

Human Resources Signature(s):	Date:
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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 being tardy late
****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: _____



507-202-7505

Disciplinary Report Form

Employee name: Kamraka Sirosh	Hire Date: 5/26/2010	Job title: Production
Department: Tumbler Production	Shift: 2st	Supervisor: Bunthy

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

Absenteeism

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 Absence from work 2/7/2017

Completed by: Garrison Lenz **Date:** 2/8/2017

(Shaded area to be completed by Human Resources only.)

Progressive step: <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Written reprimand <input type="checkbox"/> Release <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: 12/23/16- final 2/9/16-written 11/29/16- written 10/17/16-verbal 7/28-written 6/30-verbal 3/31-verbal
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Written Warning

Consequence if incident occurs again:
Possible Final Warning / Assignment End

Human Resources Signature(s): _____ **Date:** _____

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.)

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:** 020917

Witness signature (if any): _____ **Date:** _____

Signature of person presenting report: _____ **Date:** _____



507-202-7505

Disciplinary Report Form

Employee name: Kamela Sirosh	Hire Date: 5/26/2010	Job title: Production
Department: Turnbler Production	Shift: 2st	Supervisor: Bunthy

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

Absenteeism

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 Absence from work 2/7/2017

Completed by: Garrison Lenz **Date:** 2/8/2017

(Shaded area to be completed by Human Resources only.)

Progressive step: <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Written reprimand <input type="checkbox"/> Release <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: 12/23/16-final 2/9/16-written 11/29/16-written 10/17/16-verbal 7/25-written 6/30-verbal 3/31Verbal
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Written Warnings

Consequence if incident occurs again:
Possible final Warning / Assignment End

Human Resources Signature(s): _____ **Date:** _____

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.)

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: Kanneka Srosh	Hire Date: 5/26/2010	Job title: Production
Department: Production	Shift: 1 st	Supervisor: Bunthy Douk

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

Absenteeism

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 Absence on 12/23/2016

Completed by: Sierra Haugerud	Date: 12/27/2016
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(Shaded area to be completed by Human Resources only.)

<p>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 apart from personnel files and copies thereof</p> <p>Final Warning for the Attendance Policy</p>	<p>Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:</p> <p>1/21/2016- Verbal Warning for the Attendance Policy 2/9/2016- Written Warning for the Attendance Policy 3/31/2016- Final Warning for the Attendance Policy 6/30/2016- Verbal Warning for the Attendance Policy 7/28/2016- Written Warning for the Attendance Policy 10/17/2016- Verbal Warning for the Attendance Policy 11/29/2016- Written Warning for the Attendance Policy</p>
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Consequence if incident occurs again:
Possible Final Warning / Possible Assignment End

Human Resources Signature(s):	Date
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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
Copy sent on 12/29/2016
** 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: Kanneka Srosh	Hire Date: 5/26/2010	Job title: Production
Department: Production	Shift: 1 st	Supervisor: Bunthy Douk
Offense track: <input checked="" type="checkbox"/> Performance issue <input type="checkbox"/> Work rule violation, Work rule violated, if any:		
Type of offense: <input checked="" type="checkbox"/> Absenteeism <input type="checkbox"/> Tardiness <input type="checkbox"/> Misuse of property/equipment <input type="checkbox"/> Using property/equipment for personal use <input type="checkbox"/> Leaking confidential information <input type="checkbox"/> Theft or fraud <input type="checkbox"/> Lying or cheating <input type="checkbox"/> Falsifying company documents <input type="checkbox"/> Unsafe behavior <input type="checkbox"/> Eating in undesignated areas <input type="checkbox"/> Smoking in undesignated areas <input type="checkbox"/> Posting items without permission <input type="checkbox"/> Spreading gossip <input type="checkbox"/> Using vulgar language <input type="checkbox"/> Horseplay <input type="checkbox"/> Indecent behavior <input type="checkbox"/> Bringing weapon onsite <input type="checkbox"/> Bringing illegal drugs/alcohol onsite <input type="checkbox"/> Failing to follow instructions <input type="checkbox"/> Poor work quality <input type="checkbox"/> Poor work quantity <input type="checkbox"/> Refusing to work <input type="checkbox"/> Sleeping on the job <input type="checkbox"/> Poor hygiene <input type="checkbox"/> Poor housekeeping <input type="checkbox"/> Disregarding dress code <input type="checkbox"/> Other <input type="checkbox"/> Disruption in the work place <input type="checkbox"/> Threatening or creating conflict w/ coworkers		
Absenteeism		
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 Absence on 11/29/2016		
Completed by: Sierra Haugerud	Date: 11/30/2016	
(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 apart from personnel files and copies thereof	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: 12/14/2015- Notification for the Attendance Policy 12/16/2015- Verbal Warning for the Attendance Policy 1/21/2016- Verbal Warning for the Attendance Policy 2/9/2016- Written Warning for the Attendance Policy 3/31/2016- Final Warning for the Attendance Policy 6/30/2016- Verbal Warning for the Attendance Policy 7/28/2016- Written Warning for the Attendance Policy 10/17/2016- Verbal Warning for the Attendance Policy	
Written Warning for the Attendance Policy		
Consequence if incident occurs again: Possible Final Warning / Possible Assignment End		
Human Resources Signature(s):	Date	
Employee statement: <input type="checkbox"/> I agree with the incident description above. <input type="checkbox"/> I disagree with the incident description above. Date reported presented to employee:		
Employee comments: (Attach sheets if necessary.) Go 2 months without calling in Copy sent on 12/1/2016		
** 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: 12-01-16	
Witness signature (if any): _____	Date: _____	
Signature of person presenting report: _____	Date: _____	



L.M

Disciplinary Report Form

Employee name: Kanneka Srosh	Hire Date: 5/26/10	Job title: Production
Department: MVI Production	Shift: 2st	Supervisor: Bunthy

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

Absenteeism

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 Absence 7/28/16

Completed by: Garrison Lenz **Date:** 7/29/16

(Shaded area to be completed by Human Resources only.)

Progressive step: <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Written reprimand <input type="checkbox"/> Release <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: 7/16-verbal 1/21-verbal 9/23-written 7/14-verbal 1/14-verbal 9/16-verbal 6/30-verbal 12/22/15-verbal 9/14-verbal 6/1-verbal 12/20-verbal 9/31-verbal 5/27-Note, 12/16-verbal 8/20-verbal 3/31-final 12/14-Note 8/13-verbal 3/21-verbal 11/11-written 8/7-verbal 2/10-written 10/5-written 7/4-verbal 2/9-written
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written Warning

Consequence if incident occurs again: Final Warning / Assignment End

Human Resources Signature(s): _____ **Date:** _____

Employee statement: I agree with the incident description above. I disagree with the incident description above. **Date report presented to employee:** _____

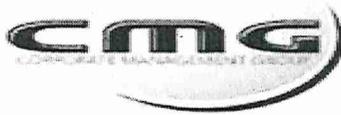
Employee comments: (Attach sheets if necessary.)

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:** _____



LM

Disciplinary Report Form

Employee name: Kaneba Sresh	Hire Date: 5/26/10	Job title: SAN
Department: SAXI Production	Shift: 1st 2nd	Supervisor: Jemie

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

Absenteeism

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 Absence from work

Completed by: _____ **Date:** 4/1/16

(Shaded area to be completed by Human Resources only.)

Progressive step: <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Written reprimand <input type="checkbox"/> Release <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: 3/21/16-verbal 12/14/15-note Note-7/28/15 2/10/16-written 11/14/15-written written-7/12/15 2/4/16-written 10/5/15-written verbal-6/28/15 1/21/16-verbal 9/23/15-written written-6/10/15 1/15/16-verbal 9/16/15 verbal 12/22/15-verbal 9/14/15 6/1/15 12/20/15-verbal 8/31/15 5/26/15 12/16/15-verbal 8/12/15]-verbal 5/13/15 5/17/15 5/14/15
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Final Warning

Consequence if incident occurs again:
Assignment End

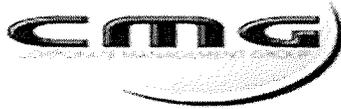
Human Resources Signature(s): _____ **Date:** _____

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.)

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: <u>Kameka Sresh</u>	Hire Date: <u>5/26/2010</u>	Job title: <u>Sanitation</u>
Department: <u>Sanitation Production</u>	Shift: <u>3rd</u>	Supervisor: <u>Damie Sorenson</u>

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

Tardy

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.)

Late to work 10/5/15

Completed by: _____ **Date:** _____

(Shaded area to be completed by Human Resources only.)

Progressive step: <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Written reprimand <input type="checkbox"/> Release <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof <u>Written Warning</u>	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: <u>written 9/23</u> <u>written 6/10</u> <u>written 8/13</u> <u>verbal 6/1</u> <u>verbal 8/17</u> <u>verbal 5/26</u> <u>verbal 8/14</u> <u>written-1/26</u> <u>Notification 7/28</u> <u>verbal 1/6</u> <u>written 7/2</u> <u>Verbal 6/28</u>
---	---

Consequence if incident occurs again: Possible Final warning / Assignment Encl

Human Resources Signature(s): _____ **Date:** _____

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.)

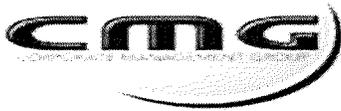
Spoke to Employee 10/6/15 DMS

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: Kanneka Srush	Hire Date: 5/26/2010	Job title: Sanitation
Department: Sanitation Production	Shift: 3rd	Supervisor: Jamie Scenson

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

~~Absenteeism~~ 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 absence from work 9/23/15

Completed by: Jamison S **Date:** 9/24/15

(Shaded area to be completed by Human Resources only.)

Progressive step: <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Written reprimand <input type="checkbox"/> Release <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof Written Warning (Tardiness)	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: Verbal warning 5/13/15 written warning 6/10/15 Verbal warning 5/17/15 verbal warning 6/11/15 Verbal warning 5/14/15 Verbal warning 5/26/15 Notification - 7/28/15 written warning 1/26/15 written warning 7/12/15 verbal warning 1/6/15 Verbal warning 6/22/15
--	--

Consequence if incident occurs again:
Possible Final Warning / Assignment End

Human Resources Signature(s): _____ **Date:** _____

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.)
Spoke to Employee 9/24/15 JMS

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: <u>Kanneka Srash</u>	Hire Date: <u>5/26/10</u>	Job title: <u>denitiation</u>
Department: <u>JAN</u>	Shift: <u>3rd</u>	Supervisor: <u>Jamie</u>

Offense track: Performance issue Work rule violation **Work rule violated, if any:**

Type of offense: Absenteeism Tardiness Leaving work area without permission Misuse of property/equipment Damaging/Losing 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 Fighting or creating conflict Spreading gossip Using vulgar language Rudeness Abusiveness 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

Absenteeism

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 absence on Thurs. 7/2/15

Completed by: Emily Theros Date: 7/4/15

(Shaded area to be completed by Human Resources only.)

Progressive step: <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Release <input checked="" type="checkbox"/> Written reprimand <input type="checkbox"/> Discharge <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof <u>written warning</u>	Previous warnings: Type: Offense: Date: Type: Offense: Date: <u>6/28/15 verbal 11/6/15 Verbal</u> <u>6/10/15 Written 12/3-12/4 verbal</u> <u>6/1/15 verbal 11/20/14 Notification</u> <u>1/20/15 written 11/2/14 Notification</u>
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Consequence if incident occurs again:
Possible final warning/Assignment end

Human Resources Signature(s): _____ Date: _____

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.)
Left message 7/6/15

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: <u>Kanneka Srosh</u>	Hire Date: <u>5/20/10</u>	Job title: <u>Sanitation</u>
Department: <u>SAN</u>	Shift: <u>3rd</u>	Supervisor: <u>Jamie</u>

Offense track: Performance issue Work rule violation **Work rule violated, if any:**

Type of offense: Absenteeism Tardiness Leaving work area without permission Misuse of property/equipment Damaging/Losing 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 Fighting or creating conflict Spreading gossip Using vulgar language Rudeness Abusiveness 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

Absenteeism

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 absence on Wed. 6/10/15

Completed by: Aniely Theroux Date: 6/11/15

(Shaded area to be completed by Human Resources only.)

Progressive step: <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Release <input checked="" type="checkbox"/> Written reprimand <input type="checkbox"/> Discharge <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: <u>6/11/15 Verbal</u> <u>5/20/15</u>
--	--

written warning

Consequence if incident occurs again: Possible Final warning/Assignment end

Human Resources Signature(s): _____ Date: _____

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.)

Left message 6/11/15 JMS

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: <u>Kanneka Srosh</u>	Hire Date: <u>5/26/10</u>	Job title: <u>Sanitation</u>
Department: <u>Sanitation</u>	Shift: <u>3rd</u>	Supervisor: <u>Jamie</u>
Offense track: <input checked="" type="checkbox"/> Performance issue <input type="checkbox"/> Work rule violation Work rule violated, if any:		
Type of offense: <input checked="" type="checkbox"/> Absenteeism <input type="checkbox"/> Tardiness <input type="checkbox"/> Leaving work area without permission <input type="checkbox"/> Misuse of property/equipment <input type="checkbox"/> Damaging/Losing property/equipment <input type="checkbox"/> Using property/equipment for personal use <input type="checkbox"/> Leaking confidential information <input type="checkbox"/> Theft or fraud <input type="checkbox"/> Lying or cheating <input type="checkbox"/> Falsifying company documents <input type="checkbox"/> Unsafe behavior <input type="checkbox"/> Eating in undesignated areas <input type="checkbox"/> Smoking in undesignated areas <input type="checkbox"/> Posting items without permission <input type="checkbox"/> Fighting or creating conflict <input type="checkbox"/> Spreading gossip <input type="checkbox"/> Using vulgar language <input type="checkbox"/> Rudeness <input type="checkbox"/> Abusiveness <input type="checkbox"/> Horseplay <input type="checkbox"/> Indecent behavior <input type="checkbox"/> Bringing weapon onsite <input type="checkbox"/> Bringing illegal drugs/alcohol onsite <input type="checkbox"/> Failing to follow instructions <input type="checkbox"/> Poor work quality <input type="checkbox"/> Poor work quantity <input type="checkbox"/> Refusing to work <input type="checkbox"/> Sleeping on the job <input type="checkbox"/> Poor hygiene <input type="checkbox"/> Poor housekeeping <input type="checkbox"/> Disregarding dress code <input type="checkbox"/> Other <u>Absenteeism</u>		
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.) <u>Unexcused absence on Mon. 1/26/15</u>		
Completed by: <u>Emily Theroy</u>	Date: <u>1/27/15</u>	
(Shaded area to be completed by Human Resources only.)		
Progressive step: <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Release <input checked="" type="checkbox"/> Written reprimand <input type="checkbox"/> Discharge <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof <u>Written warning</u>	Previous warnings: Type: Offense: Date: Type: Offense: Date: <u>1/6/15 Verbal 11/2/14 Notification</u> <u>12/19/14 Verbal 9/4/14 Notification</u> <u>12/4/14 Verbal 1/28/14 Notification</u> <u>11/22/14 Notification</u> <u>11/12/14 Verbal</u>	
Consequence if incident occurs again: <u>Possible final warning / Assignment end</u>		
Human Resources Signature(s):	Date:	
Employee statement: <input type="checkbox"/> I agree with the incident description above. <input type="checkbox"/> I disagree with the incident description above. Date report presented to employee:		
Employee comments: (Attach sheets if necessary.) <u>LM 1/29 2:11 pm 607-202-7605</u>		
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): _____
person presenting report: _____	Date: _____	Signature of _____

EMPLOYEE WARNING NOTICE FORM

Employee Name: Kanneka Srosh

Date: 5/18/2020

Supervisor Name: Bunthy Douk

Hire Date: 5/26/2010

- Verbal Warning Written Warning Final Warning
 Coaching/Counseling Session Assignment End Termination

1. Your behavior/actions have been found unsatisfactory for the following reasons:

- | | |
|---|--|
| <input type="checkbox"/> Tardiness | <input type="checkbox"/> Insubordination |
| <input type="checkbox"/> Damaged Equipment | <input type="checkbox"/> Failure to Follow Procedure |
| <input checked="" type="checkbox"/> Absenteeism | <input type="checkbox"/> Failure to Meet Performance Standards |
| <input type="checkbox"/> Policy Violation | <input type="checkbox"/> Poor Work Quality |
| <input type="checkbox"/> Falsifying Company Documents | <input type="checkbox"/> Other |

2. Details of Unsatisfactory Behavior/Actions:

Unexcused absenteeism on 1/28/2020

3. Prior Warnings:

5/15/2019- Final for attendance
10/7/2019- Notification for attendance
10/26/2019- Notification for attendance
10/31/2019- Verbal for attendance
11/9/2019- Written for attendance
11/19/2019- Written for attendance
12/9/2019- Written for attendance
1/4/2020- Final for attendance
1/28/2020- Final for attendance
4/21/2020 – Written for attendance
4/27/2020 – Written for attendance
5/4/2020 – Written for attendance

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 calling in (7/14/2020)

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

Employee Signature: _____ Date: _____

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

Manager's Signature: Mailed 5/19/20 _____ Date: _____

Left message to come to CMG on 1/29/2020

EMPLOYEE WARNING NOTICE FORM

Employee Name: Kanneka Srosh

Date: 1/29/2020

Supervisor Name: Bunthy Douk

Hire Date: 5/26/2010

- 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 absenteeism on 1/28/2020

3. Prior Warnings:

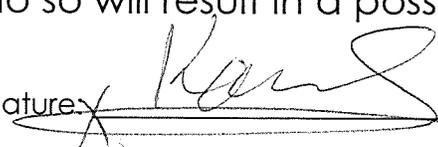
- 2/11/2019- Notification for attendance
2/21/2019- Verbal for attendance
2/22/2019- Verbal for attendance
3/12/2019- Written for attendance
5/7/2019- Written for attendance
5/15/2019- Final for attendance
10/7/2019- Notification for attendance
10/26/2019- Notification for attendance
10/31/2019- Verbal for attendance
11/9/2019- Written for attendance
11/19/2019- Written for attendance
12/9/2019- Written for attendance
1/4/2020- Final for attendance

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 calling in (3/28/2020)

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

Employee Signature:  Date: 01-29-20

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

Manager's Signature:  Date: 1/29/2020

Left message to come to CMG on 1/29/2020

EMPLOYEE WARNING NOTICE FORM

Employee Name: Kanneka Srosh

Date: 7/9/2020

Supervisor Name: Bunthy Douk

Hire Date: 5/26/2010

- Verbal Warning Written Warning Final Warning
 Coaching/Counseling Session Assignment End Termination

1. Your behavior/actions have been found unsatisfactory for the following reasons:

- | | |
|---|--|
| <input type="checkbox"/> Tardiness | <input type="checkbox"/> Insubordination |
| <input type="checkbox"/> Damaged Equipment | <input type="checkbox"/> Failure to Follow Procedure |
| <input checked="" type="checkbox"/> Absenteeism | <input type="checkbox"/> Failure to Meet Performance Standards |
| <input type="checkbox"/> Policy Violation | <input type="checkbox"/> Poor Work Quality |
| <input type="checkbox"/> Falsifying Company Documents | <input type="checkbox"/> Other |

2. Details of Unsatisfactory Behavior/Actions:

Unexcused absence on 7/8/2020

3. Prior Warnings:

- 10/7/2019- Notification for attendance
- 10/26/2019- Notification for attendance
- 10/31/2019- Verbal for attendance
- 11/9/2019- Written for attendance
- 11/19/2019- Written for attendance
- 12/9/2019- Written for attendance
- 1/4/2020- Final for attendance
- 1/28/2020 - Final for attendance
- 4/21/2020 - Written for attendance
- 4/27/2020 - Written for attendance
- 5/5/2020 - Written for attendance
- 5/14/2020 - Written for attendance
- 6/9/2020 - Final for attendance
- 6/12/2020 - Final for attendance
- 6/24/2020 - Final for attendance

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

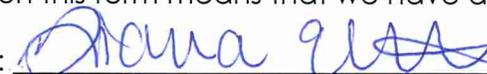
Failure to do so will result in further disciplinary action up to and including termination

Go 2 months without calling in (9/9/2020)

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

Employee Signature:  Date: 07-09-20

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

Manager's Signature:  Date: 7/9/20

Left message to come to CMG on 7/9/2020

EMPLOYEE WARNING NOTICE FORM

Employee Name: Kanneka Srosh

Date: 8/11/2020

Supervisor Name: Bunthy Douk

Hire Date: 5/26/2010

- 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 absence on 8/10/2020

3. Prior Warnings:

- 10/7/2019- Notification for attendance
10/26/2019- Notification for attendance
10/31/2019- Verbal for attendance
11/9/2019- Written for attendance
11/19/2019- Written for attendance
12/9/2019- Written for attendance
1/4/2020- Final for attendance
1/28/2020 – Final for attendance
4/21/2020 – Written for attendance
4/27/2020 – Written for attendance
5/5/2020 – Written for attendance
5/14/2020 – Written for attendance
6/9/2020 – Final for attendance
6/12/2020 – Final for attendance
6/24/2020 – Final for attendance
7/6/2020 – Final for attendance
7/8/2020 - Final for attendance

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 calling in (10/11/2020)

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

Employee Signature:  Date: 08-11-20

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

Manager's Signature:  Date: 8/11/20

EMPLOYEE WARNING NOTICE FORM

Employee Name: Kanneka Srosh

Date: 9/30/2020

Supervisor Name: Bunthy Douk

Hire Date: 5/26/2010

- Verbal Warning Written Warning Final Warning
 Coaching/Counseling Session Assignment End Termination

1. Your behavior/actions have been found unsatisfactory for the following reasons:

- | | |
|---|--|
| <input type="checkbox"/> Tardiness | <input type="checkbox"/> Insubordination |
| <input type="checkbox"/> Damaged Equipment | <input type="checkbox"/> Failure to Follow Procedure |
| <input checked="" type="checkbox"/> Absenteeism | <input type="checkbox"/> Failure to Meet Performance Standards |
| <input type="checkbox"/> Policy Violation | <input type="checkbox"/> Poor Work Quality |
| <input type="checkbox"/> Falsifying Company Documents | <input type="checkbox"/> Other |

2. Details of Unsatisfactory Behavior/Actions:

Unexcused absence on 8/10/2020

3. Prior Warnings:

- 10/7/2019- Notification for attendance
- 10/26/2019- Notification for attendance
- 10/31/2019- Verbal for attendance
- 11/9/2019- Written for attendance
- 11/19/2019- Written for attendance
- 12/9/2019- Written for attendance
- 1/4/2020- Final for attendance
- 1/28/2020 – Final for attendance
- 4/21/2020 – Written for attendance
- 4/27/2020 – Written for attendance
- 5/5/2020 – Written for attendance
- 5/14/2020 – Written for attendance
- 6/9/2020 – Final for attendance
- 6/12/2020 – Final for attendance
- 6/24/2020 – Final for attendance
- 7/6/2020 – Final for attendance
- 7/8/2020 - Final for attendance
- 8/10/2020 – Final for attendance
- 9/14/2020 – Written for attendance

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 calling in

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

Employee Signature: _____ Date: _____

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

Manager's Signature: File 10/5 _____ Date: _____

EMPLOYEE WARNING NOTICE FORM

Employee Name: Kanneka Srosh

Date: 2/16/2021

Supervisor Name: Bunthy Douk

Hire Date: 5/26/2010

- Verbal Warning Written Warning Final Warning
- Coaching/Counseling Session Assignment End Termination

1. Your behavior/actions have been found unsatisfactory for the following reasons:

- | | |
|---|--|
| <input type="checkbox"/> Tardiness | <input type="checkbox"/> Insubordination |
| <input type="checkbox"/> Damaged Equipment | <input type="checkbox"/> Failure to Follow Procedure |
| <input checked="" type="checkbox"/> Absenteeism | <input type="checkbox"/> Failure to Meet Performance Standards |
| <input type="checkbox"/> Policy Violation | <input type="checkbox"/> Poor Work Quality |
| <input type="checkbox"/> Falsifying Company Documents | <input type="checkbox"/> Other |

2. Details of Unsatisfactory Behavior/Actions:

Unexcused absence on 2/16/2021

3. Prior Warnings:

4/21/2020 – Written for attendance
4/27/2020 – Written for attendance
5/5/2020 – Written for attendance
5/14/2020 – Written for attendance
6/9/2020 – Final for attendance
6/12/2020 – Final for attendance
6/24/2020 – Final for attendance
7/6/2020 – Final for attendance
7/8/2020 – Final for attendance
8/10/2020 – Final for attendance
9/14/2020 – Written for attendance
9/29/2020 – Written for attendance
10/6/2020 – Written for attendance
10/7/2020 – Written for attendance
10/13/2020 – Written for attendance
10/15/2020 – Written for attendance
10/27/2020 – Final for attendance
10/28/2020 – Final for attendance
10/29/2020 – Final for attendance
12/31/2020 – Written for attendance
1/13/2021 – Written for attendance

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 calling in.

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

Employee Signature: _____ Date: _____

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

NCNS to CMB office

EMPLOYEE WARNING NOTICE FORM

Employee Name: Kanneka Srosh

Date: 6/2/2021

Supervisor Name: Bunthy Douk

Hire Date: 5/26/2010

- Verbal Warning Written Warning Final Warning
- Coaching/Counseling Session Assignment End Termination

1. Your behavior/actions have been found unsatisfactory for the following reasons:

- | | |
|---|--|
| <input type="checkbox"/> Tardiness | <input type="checkbox"/> Insubordination |
| <input type="checkbox"/> Damaged Equipment | <input type="checkbox"/> Failure to Follow Procedure |
| <input checked="" type="checkbox"/> Absenteeism | <input type="checkbox"/> Failure to Meet Performance Standards |
| <input type="checkbox"/> Policy Violation | <input type="checkbox"/> Poor Work Quality |
| <input type="checkbox"/> Falsifying Company Documents | <input type="checkbox"/> Other |

2. Details of Unsatisfactory Behavior/Actions:

Unexcused absence on 6/1/2021

3. Prior Warnings:

6/9/2020 – Final for attendance
6/12/2020 – Final for attendance
6/24/2020 – Final for attendance
7/6/2020 – Final for attendance
7/8/2020 - Final for attendance
8/10/2020 – Final for attendance
9/14/2020 – Written for attendance
9/29/2020 – Written for attendance
10/6/2020 – Written for attendance
10/7/2020 – Written for attendance
10/13/2020 – Written for attendance
10/15/2020 – Written for attendance
10/27/2020 – Final for attendance
10/28/2020 – Final for attendance
10/29/2020 – Final for attendance
12/31/2020 – Written for attendance
1/13/2021 – Written for attendance
2/15/2021- Written for attendance
3/12/2021- Notification for tardy
3/15/2021- Verbal for attendance
3/19/2021- Verbal for attendance
4/9/2021- Verbal for attendance
4/19/2021- Verbal for attendance
5/29/2021- Verbal for attendance

CONFIRMATION OF RESIGNATION

I, Kanneka Srosh, do confirm that I am resigning my position with Corporate Management Group at their client location, Reichel Foods. This is effective as of 06/16/21 (the last day you will be going to work).

Reason for resignation:

Family

Employee Signature:  Date: 06-02-21

CMG Rep. Signature:  Date: 6-2-21