



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 9/14/2023
Employee Name: Aguiel Bior
Job Title: Sanitation
Manager/Supervisor: Anthony Dahlke

Type of Warning

Verbal Warning
Written Warning
Final Warning

Type of Offense

Tardiness/Leaving Early
Absenteeism
Violation of Company Policies
Substandard Work
Violation of Safety Rules
Rudeness to Customers/Coworkers
Other

Details

Description of Incident (Describe incident and list the date, time, and any witnesses present)

Attached to this written warning is a print out of email documentation of Aguiel sleeping while at work in multiple locations. As well as documentation for not following directions given to her. Sleeping and lack of rest is a safety issue for the employee and for other employees as well. Especially when sanitation employees are using chemicals, operating equipment, and working in potential hazardous areas.

Plan for Improvement:

Come to work well rested and ready to work to minimize risk of injury to self and others. Follow all directions given by Leads, Supervisors, and Management.

Consequences of Further Infractions:

If further infractions occur, Progressive Disciplinary Action will be given. This may include being sent home to minimize risk factors for self and other employees.

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.

Aguiel Bior
Employee Signature

9/14/23
Date

[Signature]
Manager/Supervisor

9/14/23
Date

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

Date

Anthony Dahlke

From: Anthony Dahlke
Sent: Thursday, September 14, 2023 6:42 AM
To: Kelsey Sikkink; Lisa Campbell
Cc: Jamie Sorensen; Moses Godi
Subject: Aguiel Bior

Tonight at 1:00am Aguiel had mentioned to Mudhafar that she was tired and that she wanted to go to break. Mudhafar sent her to break and then notified me at 2:00am that she had not returned to the room and had been out of the room for an hour. I checked on camera and Aguiel went on break at 1:05am and she was sleeping at the breakroom tables. I went to speak with her and met her in the front stairwell, she informed me that she was tired and that she clocked out because she wanted to go home. I asked her if she was sick and had any reason to go home besides being tired and she said no. I then informed her that without just cause to go home that she would need to clock back in and go back to the Mv2 room to finish the shift. She agreed and we both went to the breakroom. At 2:50am, I went to the Mv2 room to check the lines and it was noticed that Aguiel never made it to the room. I checked the building and found her in the downstairs restroom sleeping. At this time, I told her that she needed to clock out and go home because she was now unfit to work, and it would be a hazard for herself and the team to let her continue to work. Aguiel informed me that she never clocked back in. Around 5:15am Jamie found Aguiel sleeping on the floor in the upstairs conference room and spoke to her. She had told him that she didn't go home because she was waiting to give Nyayul a ride home. Jamie then found her a few minutes later in the front stairwell/lobby area sleeping in the chairs and had her go into the breakroom downstairs to wait for Nyayul.

Kelsey, can you please document this and speak to Aguiel about sleeping while at work, clocking out when she is not supposed to, and not following directions given to her by her supervisor?