



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 3/5/2024
Employee Name: MarQuesha Brown
Job Title: QA Tech
Manager/Supervisor: James Littlefield

Type of Warning

Verbal Warning
Written Warning
Final Warning

Type of Offense

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

Details

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

On 2/29/24 MarQuesha loudly expressed her displeasure with production scheduling using profanity while standing in the breakroom. On 3/4/24 MarQuesha used profanity in the QA office while talking with a coworker while other coworkers were present.

Plan for Improvement:

Keep to a professional level of language when at work and be aware of who is around during conversations.

Consequences of Further Infractions:

Additional instances of inappropriate language will result in a final warning and then either reassignment or termination.

Acknowledgement of Receipt of Warning

By signing this form, you confirm that you understand the information in this warning. You also confirm that you and your manager/supervisor have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

Marquesha Brown
Employee Signature

03-05-24
Date

[Signature]
Manager/Supervisor

3-5-24
Date

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

Date