



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 7/1/2024
Employee Name: Issa Muhudiin
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)

ON 6/28/2024 around 5:30am, Issa Muhudiin was working in the hallway outside the Batching Area. Issa started an argument with a co-worker working in the hallway with him over the floor having more water on it after Issa had just spent time squeegeeing the floor to remove the water. Issa then confronted the employee using water in the hallway, Jacob Jones, and yelled at him to stop using water. Jacob explained to Issa that he was still in the middle of a cleaning process and would help when the process was complete. Issa became more frustrated and kicked the chemical water towards Jacob, splashing him. Issa then walked towards Jacob with his squeegee in his hand and tossed the squeegee which hit Jacob in the arm. Jacob confronted Issa about the squeegee and the water and then reported the situation to the Supervisor. Upon investigation of the situation, Issa was sent home for the rest of the shift and scheduled off from the weekend. There are multiple dangers to the situation that took place, which include: chemical water being splashed on to another employee, this can cause injury, as well as Issa could have caused injury when the squeegee hit Jacob in the arm.

Plan for Improvement:

Issa will make sure to not splash water on the floor on another employee, which will include not kicking water intentionally. This is also a personal hazard as it may result in slipping. Issa will also make sure to not throw or toss any equipment towards another employee or anywhere else in the facility as this can cause injury to employees, self, or even damage equipment/property. Issa will also need to have a sit down conversation with Jacob and the Supervisor to make sure there is no further animosity between the two employees.

Consequences of Further Infractions:

If further infractions occur, Issa will receive progressive Disciplinary Action which may include a Final Warning or up to Assignment being ended.

Acknowledgement of Receipt of Warning

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

Employee Signature Issa
Manager/Supervisor [Signature]

Date 7/1/2024
Date 7/1/2024

Witness Signature (if employee understands warning but refuses to sign) _____ Date _____
Trade secret: confidential commercial information exempt from disclosure pursuant to 5 U.S.C. § 552(b)(4).