



# Reichel Foods, Inc.

## Employee Warning Notice

### Employee Information

Date: 8/12/2024  
Employee Name: Fatuma Aden  
Job Title: Production Line Packaging Team  
Manager/Supervisor: Gai Nguyen/ Ali Rage

### Type of Warning

Verbal Warning   
Written Warning   
Final Warning

### Type of Offense

Tardiness/Leaving Early  Shows up late for work most of the times.  
Absenteeism   
Violation of Company Policies   
Substandard Work   
Violation of Safety Rules   
Rudeness to Customers/Coworkers   
Other  Took longer breaks and using phone in the wellness room while line is running

### Details

Description of Incident (Describe incident and list the date, time, and any witnesses present)  
Shows up late for work most of the times, wasting time in break room after clock in for work on start shift. After breaks done not go back to the line but using phone and take longer time while line is running. On 08/06/24 In the end of the night not clock out, waiting around and using phone again for another 25-30 mins until has to be told by supervisor to clock out. It's been happened several times like that before, supervisors spoke for couple times but not follow and does it again.

#### Plan for Improvement:

Needs to show up on time for work often and no later than the time line starts. Manage the breaks time and being on the line when machine start. Manage the time using phone while go out to break for personal needs. When there no work or shift end needs to clock out right away and go home no waiting around or needs to be told to clock out.

#### Consequences of Further Infractions:

Written warning will be issued and discipline action will be taken.

### 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.

[Signature] \_\_\_\_\_ Date 8/12/2024  
Employee Signature

[Signature] \_\_\_\_\_ Date 08/12/24  
Manager/Supervisor

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