



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 8/12/2024
 Employee Name: Bisharo Shidane
 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
 Absenteeism
 Violation of Company Policies
 Substandard Work
 Violation of Safety Rules
 Rudeness to Customers/Coworkers
 Other Took extra breaks and using phone while line is running.

Details

Description of Incident (Describe incident and list the date, time, and any witnesses present)
 Wasting time in break room after clock in for work on start shift 20-30 mins. After breaks done not go back to the line but using phone and take longer time while line is running. Waiting around and using phone again for another 15-20 mins until has to be told by supervisor. It's been happened several times like that before, supervisors spoke for couple times but not follow and does it again.

Plan for Improvement:
 Manage the breaks time and being on the line when machine start. Manage the time using phone while go out to breaks or for personal needs.

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.

BS 8/12/2024
 Employee Signature Date
Gai Nguyen 08.12.24
 Manager/Supervisor Date

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