



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 8/12/2024
Employee Name: Grace Mokaya
Job Title: Production Line Infeed 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 Being late on the line/ took extra breaks/ longer breaks than others.

Details

Description of Incident (Describe incident and list the date, time, and any witnesses present)
On 07/23/24, When a time to go in to work, line start at 3:00PM but Grace clocked in early but spent more than 20-30 mins in the break room, and taking longer and using phone in the women room, other people had been working on the line for more than 20 mins . Gai went caught Grace few times before line start and on that day 07/30/24 again and has spoke several times but nothing change.

Plan for Improvement:
Needs to be ready and be on the line on time when machine start running, using phone while on break but not allow to use phone when come out to do personal needs during line running.

Consequences of Further Infractions:
Written warning will be issued and discipline will taking action.

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.

Grace 08/12/24
Employee Signature Date
Gai Nguyen 08/12/24
Manager/Supervisor Date

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