



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 9/26/2024
Employee Name: Kenyatta McGee
Job Title: QA Technician
Manager/Supervisor: Kendra Lunt/Jim Littlefield

Type of Warning

Verbal Warning
Written Warning
Final Warning TERMINATION

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 9/25/24, at 10:27 pm Kenyatta is on video exiting the building and turning the corner out of camera view. A few seconds later, you can see the smoke billowing out around the corner. Another Supervisor found them in the bathroom upstairs the same evening and notified them that no one is supposed to be using the bathrooms upstairs any longer. Kenyatta returned to the QA office to engage in a conversation with MarQuesha that was very condescending towards the supervisor. Several witnesses present (Sourn, Mohammed, Emily) - see video for context. In the video, you can also see Kenyatta has false fingernails on which is against company policy.

Plan for Improvement:

End assignment. Violation of two company policies. Rudeness, vulgar and offensive language towards a Supervisor. Offensive language has been documented as written warning (3/5/24). Other documentation exists regarding following company policies.

Consequences of Further Infractions:

None - assignment end.

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

Manager/Supervisor

Date

Date

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

Date