



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 10/21/2024
Employee Name: Amos Omare
Job Title: Production *warehouse*
Manager/Supervisor: Cham Ouk

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 Friday 10/18/24 Amos was caught not wearing seatbelt while operating forklift.

Plan for Improvement:

Need to wear seatbelt everytime driving forklift

Consequences of Further Infractions:

written warning will be given

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

Date

Amos Omare
10/21/24

Manager/Supervisor

Date

Cham Ouk
10-21-24

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

Date