



Reichel Foods, Inc.

Employee Warning Notice

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Employee Information

Date: 1/15/2025
Employee Name: Jacob Jones
Job Title: Sanitation
Manager/Supervisor: Anthony Dahlke

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)

Tonight at 10:41pm, Jacob and Yobesh were arguing just outside the Slicing room and Jacob pushed Yobesh towards the doorway of the Slicing room. Yobesh was upset about the physical contact and reported the incident to the Supervisor and when observed on camera, it was seen that Jacob did push Yobesh. Jacob was spoken to about the incident and shown the recording of the physical contact.

Plan for Improvement:

Jacob will not have any future physical contact with any other employees at any time. Any conflicts between employees will need to be reported to the supervisor or leadership immediately. Jacob will refrain from giving demands to fellow co-workers and instead use professional language and if necessary ask for assistance from leadership when communicating with other employees.

Consequences of Further Infractions:

If further infractions occur, Jacob will receive progressive disciplinary action which may include up to termination.

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

1/15/2025

Manager/Supervisor

Date

1/15/25

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

Date