



# Reichel Foods, Inc.

## Employee Warning Notice

### Employee Information

Date: 6/9/2025  
Employee Name: Shukri Mahamud  
Job Title: QA Tech  
Manager/Supervisor: James Littlefield

### 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 5/29/25 at 9:09am Shukri was observed running down the production hallway towards the MV2 room. The floor was wet at the time.

Plan for Improvement:  
Shukri has been coached on safety policies regarding safe passage through production areas. She has promised to follow all safety policies going forward.

Consequences of Further Infractions:  
Further instances of unsafe behavior will result in additional retraining with the safety department.

### 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.

Shukri \_\_\_\_\_ Date 06.09.2025  
Employee Signature

\_\_\_\_\_  
Manager/Supervisor Date 6-9-25

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