



Reichel Foods, Inc. Employee Warning Notice

MS

Employee Information

Date: 2/22/2018
Employee Name: Abdirasak Affey
Job Title: Production
Manager/Supervisor: Bunthy Douk

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)

02/21/18 - 12:10pm, Abdirasak Affey was horseplaying and provoked another employee Fuad Ali, leading Fuad dropping the box towards him. He understood what he did as he was pushing Fuad.

Plan for Improvement:

Respect all employees and no horseplaying

Consequences of Further Infractions:

Suspension or End of assignment

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.

Abdirasak Affey

02/22/18

Employee Signature

Date

[Signature]

2/22/18

Manager/Supervisor

Date

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

Date