



Reichel Foods, Inc. *Always* Employee Warning Notice

Employee Information

Date: 2/7/2019
 Employee Name: Adam Adollah
 Job Title: Sanitor
 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)

at 10am Adam went outside without alerting a supervisor and taking off his Plast Boots and PPE. This is a serious issue with Safety as it is snowing outside at the time.

Plan for Improvement:

Make sure to let a supervisor know to go out and removing all of the ppe

Consequences of Further Infractions:

suspension or 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.

[Signature] _____ Date *2-07-19*

Employee Signature _____ Date _____
[Signature] _____ Date *2/7/19*

Manager/Supervisor _____ Date _____

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