



# Reichel Foods, Inc. Employee Warning Notice

### Employee Information

Date: 11/2/2019  
 Employee Name: Aklilu Gebrednigil  
 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)  
 At the end of the shift on 11/1/2019, Aklilu left work early without permission after being asked to clean the production boots along with the rest of the sanitation crew. Aklilu deliberately stated that he was not listening to his supervisor (Anthony) directly and that he was leaving. It was explained to him and he was shown that everyone was helping with this task. He still choose to leave without permission and he stated in front of several employees that he was not going to listen to his supervisor. He also stated directly to his supervisor that he did not care about any disciplinary action.

Plan for Improvement:  
 Aklilu will not speak to his supervisors in any negative manner. Aklilu will follow all instructions given to him and stay for the scheduled amount of time to complete all sanitation tasks. Aklilu will work with his supervisors when he feel that he is not being treated fairly and not walk out early.

Consequences of Further Infractions:  
 If further infractions occur Aklilu will receive further disciplinary action of a Final Warning and may be included 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 11/2/19  
 Manager/Supervisor \_\_\_\_\_ Date 11/2/19  
 Witness Signature (if employee understands warning but refuses to sign) \_\_\_\_\_ Date \_\_\_\_\_