



# Reichel Foods, Inc.

## Employee Warning Notice

SQ0014FO

R: 2

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### Employee Information

Date: 1/27/2014  
Employee Name: Ahmed Jama  
Job Title: Production Worker  
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)

01/27/14 Tyler (Maintenance) witnessed Ahmed Jama was on a Forklift. Ahmed is not certified to be on a forklift. This is a safety violation and Company policies.

#### Plan for Improvement:

ask a supervisor first before taking any action

#### 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.

Employee Signature

Date

Manager/Supervisor

Date

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

Date

01-28-14

01/28/14

01-28-14