



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 9/11/12
Employee Name: Abdi Ismail
Job Title: RAW Product Room
Manager/Supervisor: Cameron/Isabel

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)

Abdi has been reminded daily about coming back from BRAKE on time. Also it is a struggle to have to constantly remind him about Gimp's & listening to Room leads about process & procedure.

Plan for Improvement:

these bad habits need to change immediately

Consequences of Further Infractions:

write ups & 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
9/11/12

Manager/Supervisor

Date

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

Date