



Reichel Foods, Inc. Employee Warning Notice

SQ0014FO

R: 2

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Employee Information

Date: 1/28/2015
Employee Name: Abdullahi Olof
Job Title: GMP Monitor
Manager/Supervisor: Luz Pizano

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)

On 1/13/15 Abdullahi Olof reported to Somark Heng about an argument the previous day between him and Ahmed Jama. He said Ahmed Jama threatened him and said that he will be waiting for him outside after the argument. So Heng brought Ahmed Jama to the office and asked him, Ahmed said he didnt threat Abdullahi, he did say that they had a disagreement; but he never threatened him. On 1/14/15, Kelsey spoke to Abdullahi and Ahmed Jama. There will be no more arguing and if there is an issue, they will contact a supervisor for support. On 1/24/15 it happened a second time, this argument between both of them caused almost 20 minutes of downtime. Somark Heng spoke to both of them asked them try to stay away from each other try not to have any conversation and if they have any issue they can report to the supervisor instead and try to avoid conflict.

Plan for Improvement:

Abdullahi has agreed to respect his co-workers and try to avoid Conflicts at the workplace. Abdullahi is expected to get a Supervisor involved BEFORE the conflict escalates. QA, Production departments and CMG will put together a more detailed plan for improvement in order to improve the situation.

Consequences of Further Infractions:

Further infractions will result in a written warning and/or termination of employment.

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

1/28/15
Date

Manager/Supervisor

1/28/15
Date

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

Date