



Reichel Foods, Inc.
Employee Warning Notice

Date: 8/26/2012
Employee Name: Abdikarin Hasan
Job Title: Tumbler Room
Manager/Supervisor: Isabel M. & Cameron

- Verbal Warning [checked]
Written Warning []
Final Warning []

- Tardiness/Leaving Early [checked]
Absenteeism []
Violation of Company Policies []
Substandard Work [checked]
Violation of Safety Rules [checked]
Rudeness to Customers/Coworkers []
Other []

Description of Incident (Describe incident and list the date, time, and any witnesses present)

Abdi has been reminded numerous times a day to keep his goggles on & repeatedly is in the room with them off, he also takes excessive/long restroom breaks (20min or longer) & shows up @ 6 instead of 4 - 4:30

Plan for Improvement:

Abdi needs to keep all PPE on & follow company Gmp's IF this doesn't happen it will lead to further corrective action upto termination, Abdi also needs to show upon time & not spend so much time in the breakroom.

Consequences of Further Infractions:

written WARNING, Final WARNING, termination

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: [Signature]
Manager/Supervisor: [Signature]

Date: 8/26/12
Date: 08/26/12

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

Date