



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 11/4/2024
Employee Name: Ali Alsadah
Job Title: slicing
Manager/Supervisor: Sam Chea

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)

Rotary was done with the Line at 11:37am, all employees were sent to the Orics 6. Ali was out in the boot/smock area on the phone for 20 minutes or more, He was using his mobile phone on an unscheduled break and has been reminded if it was an emergency he needs to inform his supervisors, he has not shown improvement on being able to handle not taking long unscheduled breaks and being on his mobile phone during work hours

Plan for Improvement:

Inform supervisors if he needs to use the phone on emergencies only, mobile phone cannot be used on unscheduled breaks, return from breaks in a timely manner.

Consequences of Further Infractions:

Written warning or assignment end

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 *Jamie Lahn*
Manager/Supervisor *[Signature]*

Date 11/4/24
Date 11/4/24

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