



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 10/9/2019
 Employee Name: Asha H. Mohamed
 Job Title: Sanitation Level #1
 Manager/Supervisor: Darryl Ray Conley Jr

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)
 Asha has been talked to a few time now about taking long breaks. Checking over our break time log sheet Asha has been taking 39+ mins breaks. This can not continue to happen as this affect the team in the slicing room as well as start time for production.

Plan for Improvement:
 Asha will monitor her break times going forward setting a timer when she starts her break.

Consequences of Further Infractions:
 will result in a written warning

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.

Asha
 Employee Signature _____ Date 10-8-19
Darryl Ray Conley Jr
 Manager/Supervisor _____ Date 10-8-19

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