



## Kelsey Sikkink

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**From:** Samarth Chea <samarth@reichelfoods.com>  
**Sent:** Sunday, September 2, 2018 12:56 AM  
**To:** Kelsey Sikkink  
**Cc:** Samarth Chea; Heng Somark; Kelsey Sikkink; Lisa Campbell  
**Subject:** Asma Hashi

**Follow Up Flag:** Flag for follow up  
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Asma Hashi has been reminded multiple times in the last few weeks about excessive use of smocks and gloves, She normally works in the pack off and goes through 3-4 smocks a day, There have been reports and complaints by other employees in the last week or so about her leaving the room and grabbing a new smock each time she goes back inside the production areas. Today I did an audit and notice prior to coming out to 2<sup>nd</sup> break around 9:35pm I asked her and Deeqa Omar about why they were bringing back smocks from the production room coming to break. They stated that they both forget and I had asked them to make sure they hang them up before going back in. after 2<sup>nd</sup> break was finished, I saw her go to the smock room and grab a new one while heading back to production. It was then I had approached her and she noticed as I was observing other employees heading back in from break, she hid the smock on her side. I asked her " Did we just talk not talk about the smocks before break? She stated that she dropped it. With running on weekends we seem to run out of smocks more often and I addressed to her that it's important to try and limit it to at least 1 or 2 a day or unless the smock gets dirty which shouldn't be a problem. The same goes for the cotton gloves, since she works in the pack off the gloves do not get wet often and it is not necessary to use up the same amount of gloves as smock as what she goes through in a day.

Another thing that has been going on through last week and this week is Asma Hashi has been taking a long time to return when leaving the production room, When the Lead or MO would report that they are missing an employee for more than 15 minutes we went to investigate and an employee reported that she has been standing near the smock room and talking with a 3<sup>rd</sup> shift Sanitation employee for at least 15-20 minutes and had to be reminded to go back in.

It seems no matter how many times we remind her, she is not taking this serious as she seems to brush it off or give an excuse that she forgets. Heng and I have reminded her many times about this that she has been here for over a year now and with new employees coming and going, we need to set an example as they look up to her.

Please address with her about this as she needs to get better with this, long unscheduled breaks, excessive use of PPE's (Smocks & Gloves)

She needs to be written up for the long unscheduled breaks as we shouldn't have to remind her to get back to the line in a timely manner as other employees need to use the rest room or go pray also without having to wait for more than 10-15 minutes each time on multiple occasions in the same day.

Sam Chea