



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 6/10/2024
Employee Name: Ayub Hassan
Job Title: QA Tech
Manager/Supervisor: James Littlefield

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 6/4/24 at around 11:45pm Ayub was in the office doing paperwork. A production supervisor was repeatedly questioning a food safety decision that he had made while standing in the doorway to the office. He told them that he did not want to talk to them at that time because he felt that they had disrespected him. When the supervisor did not relent, Ayub told the supervisor to "shut the fuck up."

Plan for Improvement:

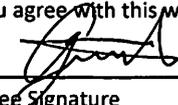
Ayub will work with his supervisor on better conflict management skills.

Consequences of Further Infractions:

Further instances of abusive language towards coworkers will result in termination of his contract.

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  Date 06-10-24

Manager/Supervisor  Date 6-10-24

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