



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: **3/24/2025**
 Employee Name: **Chantha Orm**
 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

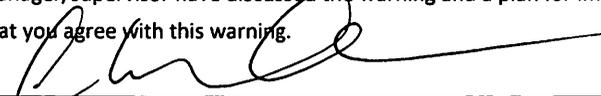
Description of Incident (Describe incident and list the date, time, and any witnesses present)
 On 11/11/24 Chantha emailed his supervisor that he did not agree with the shift he was assigned to that day and would be leaving and not working at all that day. On 11/12/24 James talked with Chantha and explained the expectations that he would work when scheduled and be at work for his entire shift. On 2/3/25 James met with Chantha to discuss him leaving early every day without notifying his supervisor or being approved for a short shift. It was again reinforced that he was expected to be at work his entire shift. Chantha stated that he was going to improve and it wouldn't be an issue going forward. On 3/17/25 James met with Chantha to discuss his not staying for his shifts still. Chantha said everything was okay and that he would stay. Thirty minutes later he emailed QA management and stated that he didn't like his assigned position for the day and then left halfway through his shift. Of 30 shifts that Chantha has been scheduled for 2025 he has completed 6 without leaving early or not showing up at all.

Plan for Improvement:
 Show up when scheduled and stay the entire shift. Communicate promptly with QA management when there is an issue that would require leaving early or not being present.

Consequences of Further Infractions:
 Further failure to fulfil the QA tech job requirements will result in either reassignment to a different position or termination of employment.

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 **3/24/25**


 Manager/Supervisor _____ Date **3-24-25**

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