



# Reichel Foods, Inc.

## Employee Warning Notice

### Employee Information

Date: 9/16/2015  
Employee Name: Abdrahman Mohamed  
Job Title: Plant Warehouse  
Manager/Supervisor: Benn Grenz & Jeremy Meyer

### 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)

At the end of the week on 9/11 the supervisor Ryan noticed that Abdi had been leaving for a break mid day for about 45 minutes and not punching out and then after further investigation it was noticed that he had taken second breaks in the afternoon before his shift was over. Jeremy Meyer and myself (Benn Grenz) sat down with Abdi and asked him what was going on and he told us he leaves for about 15 minutes and comes back and takes his break at the end of the night. Jeremy and I told him that anytime an employee leaves they need to let the supervisor know immediately and have to punch out and back in when they returns. He said that he understood. On 09/16/15 it was noticed Abdi left at 12:55 and drove out of the parking lot and did not return until 1:40pm. I contacted the supervisor at the plant and they also did not know. I follow up with Human Resources and Abdi did not punch out or notify any supervisors of his departure.

#### Plan for Improvement:

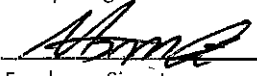
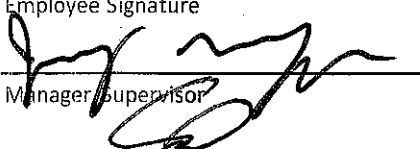
Abdi know he is not allowed to leave the property for break and if there is an emergency or needs to leave his assigned job he needs to let his co workers and his supervisor know immediately.

#### Consequences of Further Infractions:

Consequences of Further Infractions include possible suspensions and up to 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 \_\_\_\_\_ Date 9-16-15  
  
Manager/Supervisor \_\_\_\_\_ Date 9-16-15  
\_\_\_\_\_  
Witness Signature (if employee understands warning but refuses to sign) \_\_\_\_\_ Date \_\_\_\_\_