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# Reichel Foods, Inc. Employee Warning Notice

*ok  
3/29/2021*

### Employee Information

Date: 3/27/2021  
Employee Name: Dustin Sorenson  
Job Title: Sanitation  
Manager/Supervisor: Anthony Dahlke

### 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)  
Dustin was given specific instructions at the beginning of the shift of the duties that he would need to perform during his shift. He was also reminded of finishing his duties at the end of the shift that involved a few tasks before the shift was complete. Dustin was given he task before he could be finished of cleaning the chemical charging stations in the MV1 room. After the instructions were given, Dustin ignored them and decided to clock out and go home. He showed direct insubordination to the instructions he was given and he left before completing his tasks.

Plan for Improvement:  
Dustin will follow all instructions given to him by his lead, Lead of all rooms, and Supervisor as the Sanitation team is a team based job that involves everyone working together and completing all tasks. Dustin will complete all tasks before the end of his shift.

Consequences of Further Infractions:  
If further infractions occur, Dustin will receive progressive disciplinary action. Follow up daily will be conducted by the Supervisor with expectations of completion of all job duties and communication with Dustin to his lead about making sure all tasks are complete before leaving.

### 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.

*[Handwritten Signature]*  
Employee Signature

*3-29-21*  
Date

*[Handwritten Signature]*  
Manager/Supervisor

*3/29/21*  
Date

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