



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 7/31/2024
Employee Name: Fadhumo Adan
Job Title: Tray Catcher
Manager/Supervisor: Ali Rage/Gai nguyen

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)

Faduma aden and nimo ugas there were having break , after meanwhile there start urging each other about the chair , nimo come to Faduma aden and pull or grab the side of the chair she was sitting on , And Faduma aden fell down , which could cause injury or back pain , when I call them in the office they told me ,that there were playing not fighting about the chair ,

Plan for Improvement:

you must make ensure , you don't fight or bush each other a chairs , we have have a Plenty chairs, so evey body has a big space to sit and enjoy their brake times

Consequences of Further Infractions:

If further infractions occur, faduma aden will receive Progressive Disciplinary Action which may include up to his assignment ending.

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 8/1/2024

Manager/Supervisor

Date 08-12-2024

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

Date