



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 12/22/2011
Employee Name: HARON NOOR
Job Title: SANITATION
Manager/Supervisor: JOHN KNIPPEN

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 12/19/2011 Haron Noor made a verbal confrontation toward Assistant Supervisors Burchy Douk and Peter Draheim in the supervisors office. They provided someone to help Haron with the clean up on Rotary 1 on this day. The employee they provided re-sanitized a line that Haron stated had been previously sanitized. He was yelling at the employee that was provided to help and also at both of these assistant supervisors. In addition the clean up on this line was sub-standard. We found Hummus still in the depositor nozzles when the following clean was completed. When I approached him on this on Tuesday 12/20/2011 he again got argumentative when I told him he was responsible for this clean up. He indicated he would speak with Alfonzo and Mike and have them put him on a production line until he felt better. When I let him know that he was in sanitation, not in production, he walked away.

Plan for Improvement:

I have instructed him on the use of the white fuzzy sticks used to clean out the depositor nozzles. I will also, at the time of review of this written warning, let him know that any further infraction of being argumentative and providing a hostile work environment will not be tolerated.

Consequences of Further Infractions:

Any further infractions of either of these noted items will result in additional disciplinary actions, up to and including possible termination of employment at Reichel Foods, Inc.

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

12-22-11
Date

Manager/Supervisor

12-22-2011
Date

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

Date