



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 8/15/2022
 Employee Name: Hibo Hassan
 Job Title: Op-Checker
 Manager/Supervisor: 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)

On 8/8 Hibo was on break at 5:40pm, but returned to the batching area and recorded that she had performed a check of the PAA system at 5:40pm. She was seen on camera looking at the QA paperwork to get their results and record them as her own. On 08/10 Hibo was on break at 7:00pm, but returned to the batching area and falsified a check for the 7:00pm time later.

Plan for Improvement:

Employee will continue to perform the CCP role as an op-check when scheduled, knowing the importance and critical role of these checks and receiving any additional training needed. Follow-up verifications will be performed to assess the employee's compliance with company policy.

Consequences of Further Infractions:

Further infractions of CCP policies will result in the employee either being removed to a line positions or terminated.

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: [Signature] Date: 8.15.22
 Manager/Supervisor: [Signature] Date: 8/15/2022
 Witness Signature (if employee understands warning but refuses to sign) _____ Date _____