



Reichel Foods, Inc.

Employee Warning Notice

SQ0014FO

R: 3

Page 1 of 1

Employee Information

Date: 12/23/2018
 Employee Name: Hicham Aboukacim
 Job Title: Slicing Room Lead
 Manager/Supervisor: Bunthy Douk

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 12/23/18 @ 8:50am, Tyler was ready to move the Trailer from the Apple Dock, the red light is on in the Apple Dock and Hicham needed some more apples and flipped the light back to green. He waited for a bit and decided to go in and grab some more apples. During that time, Hicham was already in the Trailer and Tyler didnt know and took off with Hicham still in there.

Plan for Improvement:

Training is Given to all slicing room personnel, be more awareness and understand that even if the trailer was red and it was flipped to green, a phone call is needed

Consequences of Further Infractions:

Suspension

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

12/27/18

Manager/Supervisor

Date

12/27/18

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

Date