



Reichel Foods, Inc.

Employee Warning Notice

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Employee Information

Date: 8/20/2020
 Employee Name: Ikran Sirat
 Job Title: Sanitation
 Manager/Supervisor: Brian Medes

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)
 At 4:40am today, Ikran was seen not wearing her facemask in the MV2 room during pre-op by the QA techs. A video capture photo is attached to this warning as evidence. At this time, Ikran was also observed not following social distancing guidelines. When the QA tech told her to put her mask on, Ikran complied, but also laughed about it. This was taken as disrespectful by the QA tech. Ikran has been talked to on many occasions previously about her not wearing her facemask as required.

Plan for Improvement:
 Ikran will follow all company policies and guidelines going forward. She will also show respect to all co-workers at all times. Further coaching, training and follow up will be conducted.

Consequences of Further Infractions:
 If further infractions of Reichel policy occur, Ikran will receive progressive disciplinary action. This may be up to and including possible termination of her position with Reichel Foods.

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.

Ikran Sirat Employee Signature 08/20/2020 Date
Brian Medes Manager/Supervisor 8-2-20 Date

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

2020/08/20/AM04:32:27
CAM18 MV2/R6t-02

