

EMPLOYEE WARNING NOTICE FORM



Employee Name: Jerrod Saunders

Date: 8/17/22

Supervisor Name: Cham Ouk

Hire Date: _____

- Verbal Warning
- Written Warning
- Final Warning
- Coaching/Counseling Session
- Assignment End
- Termination

1. Your behavior/actions have been found unsatisfactory for the following reasons:

- Tardiness
- Insubordination
- Damaged Equipment
- Failure to Follow Procedure
- Absenteeism
- Failure to Meet Performance Standards
- Policy Violation
- Poor Work Quality
- Falsifying Company Documents
- Other

2. Details of Unsatisfactory Behavior/Actions:

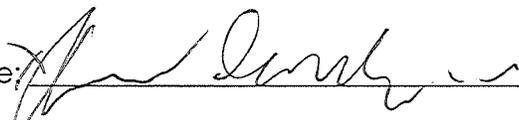
Jerrod left during break and drove away without notifying his supervisor or asking to leave during break. He also did not punch in and out. He broke the break policy stating once an employee punch in, they do not punch out until the end of their shift, all breaks are paid for. He also left the facility without permission which could be considered job abandonment. He also did not punch out and back in which is considered stealing company time.

3. Prior Warnings:

Notified upon hire

4. The following immediate corrective action must be taken by the employee.

Any further infractions regarding leaving the facility and taking break off the facility without notifying a supervisor will result in assignment end.

Employee Signature:  Date: 08-17-2022

Note: Your signature on this form means that we have discussed the situation(s).

Manager's Signature: _____ Date: _____

Kelsey Sikkink

From: Cham Ouk <Cham@reichelfoods.com>
Sent: Monday, August 15, 2022 6:31 PM
To: Kelsey Sikkink; Lisa Campbell
Cc: Peter Draheim
Subject: Jerrod Saunders

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Please talk with Jerrod about driving out during break time without let anyone know and didn't clock out. Today on break time he didn't notify anyone that he want to go somewhere on the break time he just driving out and we did talk few times already about that but look like he doesn't care. Please follow up with him.

Chamrong Ouk
Production Supervisor

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