



Reichel Foods, Inc. Employee Warning Notice

Handwritten: 9-15-14

SQ0014FO

R: 2

Page 1 of 1

Employee Information

Date: 9/14/2015
Employee Name: Joe Akomeah
Job Title: Sanitation
Manager/Supervisor: Anthony Dahlke

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)

Joe Akomeah had been instructed to stay and work by his Supervisor and had ignored these instructions on the morning of 9/14/2015. Joe had said that before receiving the instructions from his Supervisor to stay that he had been told he could leave by his lead. These instructions of course were given before he was told directly from his Supervisor to stay and work. Other employees had also told Joe before he left that he was supposed to stay and that if he wanted to leave he needed to talk to the Supervisor and not just leave. When I (Anthony Dahlke), the Supervisor went looking for Joe he was no where to be found and only after investigating by asking other employees, did I discover that Joe had left without being instructed to leave work.

Plan for Improvement:

Joe will make sure to check with his lead first before leaving work and will also make sure that his Supervisors are aware that his lead has check to make sure all job duties are complete. The Supervisors will check to make sure that all job tasks are complete and then instruct Joe that he has permission to clock out and leave work. This is to make sure that all tasks are complete and to also have complete accountability of all personnel working in the building in case of emergencies.

Consequences of Further Infractions:

If Joe leaves work again without being instructed that the shift is over, further disciplinary action may be given to Joe which may also include the Suspension from work along with an additional written warning.

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

9-14-15

Manager/Supervisor

Date

9-14-15

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

Date