



Reichel Foods, Inc. Employee Warning Notice

devd
3/29/2021

Employee Information

Date: 3/27/2021
Employee Name: Kristian Lindquist
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)
Kristian left early before completing all tasks. The MV2 room that he was assigned to work in was not complete and he did not check with the acting room lead, Lead of all rooms, or his Supervisor before leaving at the end of the shift. His absence caused more work for the remainder of his team that also caused them to stay longer to complete all tasks.

Plan for Improvement:

Kristian will make sure to check with his lead, Lead of all rooms and his Supervisor before leaving at the end of the shift to make sure that all job tasks have been completed.

Consequences of Further Infractions:

If further infractions occur, Kristian will receive progressive disciplinary action. Follow up daily with Kristian's communication and performance will be conducted by the Supervisor and follow up with his lead to make sure Kristian is communicating and performing all assigned job duties.

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.

Kristian Lindquist
Employee Signature

3/29/21
Date

Anthony Dahlke
Manager/Supervisor

3/29/21
Date

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

Date