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Reichel Foods, Inc. Employee Warning Notice

oems

Employee Information

Date: 2/8/2019
Employee Name: Ladji Sako
Job Title: Sanitor
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)

7:10am to 8:40am, ladji was on his phone and took a break for more than 40mins(original break 40mins, 1 time only), a total of 90mins.

Plan for Improvement:

Make sure to let a supervisor know when to use a phone and be monitoring his own breaktime

Consequences of Further Infractions:

suspension or termination

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.

LADJI SAKO

Employee Signature

Date

2/8/19

[Signature]

Manager/Supervisor

Date

2/8/19

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

Date