



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 2/18/2012
Employee Name: Leon Lewis
Job Title: Sanitation
Manager/Supervisor: John Knippen

Type of Warning

Notice of Occurance
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)

I was made aware of an something that took place in the lunchroom by a third party. Leon Lewis was making rude and disparaging remarks about Darryl Conley's mother. This would be the equivalent of what is known as "trash talking." I approached Darryl on this for two reasons: 1. To find out if this actually did happen... It did actually happen, and 2. If Darryl wanted me to act on it, which he did not. He agreed that he would let me know if it came to a point where he felt that it needed to be taken care of by myself. My personal feeling is that this should be dealt with accordingly but I will respect my employees wish at this time and document this for the sake of providing a record of occurrence. This was witnessed by Mark Pomroy (Sanitation)

Plan for Improvement:

This will be determined if and when this becomes a disciplinary action.

Consequences of Further Infractions:

This will be determined if and when this becomes a disciplinary action.

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

John Knippen

Manager/Supervisor

Date

2/18/2012

Date

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

Date