



# Reichel Foods, Inc.

## Employee Warning Notice

### Employee Information

Date: 2/17/2012 Date of infraction  
Employee Name: Leon Lewis  
Job Title: Sanitation  
Manager/Supervisor: John Knippen

### Type of Warning

Notice of Occurance   
Written Warning  2nd warning regarding interaction with another employee  
Final Warning  1 verbal  
1 written

### 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." This complaint was brought to me by a co-worker of Darryl's who took offense to this type of language being used in the lunch room. I verified if this did in fact take place with Darryl Conley. The incident was verified by Darryl. This was witnessed by a co-worker of Darryl's and Leons.

Plan for Improvement:

There will be no further infractions by Leon Lewis towards co-workers. The first one documented was with Lisa in cartoning and this is the second toward Darryl Conley. This must stop toward all co-workers immediately. This type of action, whether intentional or in a joking manner must stop immediately. No touching of co-workers and no verbal bantering towards them.

*Leon will speak with the other team workers telling them this must stop -*

Consequences of Further Infractions:

Any further infraction will be grounds for immediate termination ~~of contract~~ with Reichel Foods

### 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 you 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 \_\_\_\_\_  
*John Knippen* *2-20-2012*  
Manager/Supervisor \_\_\_\_\_ Date \_\_\_\_\_  
*[Signature]* *2-20-2012*  
Witness Signature (if employee understands warning but refuses to sign) \_\_\_\_\_ Date \_\_\_\_\_