



# Reichel Foods, Inc.

## Employee Warning Notice

### Employee Information

Date: 9/23/2017  
Employee Name: Lul Omar  
Job Title: Production  
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)

9/23/2017, employee noticed Lul Omar was chewing gum and notified QA Jim L., he then notified me, Supervisor Bunthy. I spoke to Lul Omar and she did admitted to chewing gum. She said she forgot to spit it out as it is a habit of hers to chew on gum.

#### Plan for Improvement:

Lul Omar will not bring any gums to work

#### Consequences of Further Infractions:

Final Warning or Suspension

### 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

9/23/2017  
Date

Manager/Supervisor

9/23/2017  
Date

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

Date