



Reichel Foods, Inc. Employee Warning Notice

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Employee Information

Date: 4/24/2020
Employee Name: Mohamed A Aden
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)
Mohamed has been spoken to about following procedures in the slicing room. He deviates by continuing to dump apples into the flume which overfill the tank when it was not needed as he has been spoken before about this. He would also sanitize the trays on the inside and not the outside.

Plan for Improvement:
He said he wont do it again

Consequences of Further Infractions:
taken out from the slicing room 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.

x Mohamed Aden Employee Signature 4-24-20 Date

[Signature] Manager/Supervisor 4/24/20 Date

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