



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 8/4/2020
 Employee Name: Mohamed Abdulle
 Job Title: Sanitation
 Manager/Supervisor: Anthony Dahlke

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)

Around 5:00am 8/3/2020, Mohamed Abdulle was seen walking in to the break room not wearing his mask properly covering his face. Mohamed has been spoken to before and it has been documented of him not following the company policy of wearing his mask properly. Mohamed was also seen not following the boot cleaning process by stepping thru the boot scrubber before entering the break room and he has been trained on how to do this process and been instructed to do so every time he enters the break room.

Plan for Improvement:

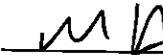
Mohamed will follow all company policies including the proper wearing of masks at all times while in the building with the exception of eating/drinking. Mohamed will also follow the boot cleaning process by stepping thru the boot scrubber every time before entering the break room. Monitoring and follow up training will be conducted.

Consequences of Further Infractions:

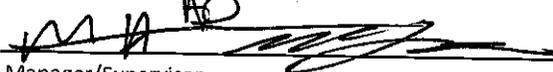
If further infractions occur, Mohamed will receive further disciplinary action which may include up to termination of his position here at Reichel Foods.

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 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

8/4/2020
 Date


 Manager/Supervisor

8/4/2020
 Date

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

Date