



# Reichel Foods, Inc. Employee Warning Notice

### Employee Information

Date: 4/15/2025  
 Employee Name: Mohamed Adan  
 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)

Mohamed has been spoken to about taking excessive break times. He has repeatedly taken excessive break times of more than 15 minutes every scheduled work day last week and has done so again this week. Mohamed has been given opportunities to improve with suggestions to time his break using alarms on his phone and setting a stop watch or any other means to help him improve. He has shown that he is not making improvements and further steps will need to be taking to demonstrate the importance of keeping break times to the standard set time as this affects other employee break times as well as the completion of job tasks.

Plan for Improvement:

The use of alarms and stop watch are very helpful. At this time, Supervisor and lead will communicate before Mohamed is sent to break to make sure monitoring of break times as well as help Mohamed form a habit of keeping break times to the standard of 30 minutes.

Consequences of Further Infractions:

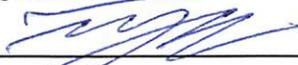
If further infractions occur, Mohamed will receive progress disciplinary action.

### 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

4/15/25  
 Date

  
 Manager/Supervisor

4/15/25  
 Date

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

Date

## Performance Log for Mohamed Adan

Date	Pos/Neg	Category	Action Description
4/7/2025	Negative	Performance	Mohamed took a 55 minute break tonight. He has been informed how long break times are, as well as the importance of not exceeding break times as this will affect other employees break times and the work being completed on time. Mohamed was given a Verbal warning that improvements need to be made as well as suggestions to how to make improvements. If improvements are not made, he will receive progressive disciplinary action.
4/8/2025	Negative	Performance	Mohamed took break at 2:21am and left the break room at 3:10am. Mohamed has been spoken to several times about his break times and other break times as well as given a verbal warning to make improvements.
4/9/2025	Negative	Performance	Mohamed again has gone over on his break and needed reminders from his lead who was on break with him and his Supervisor. Mohamed has been given a verbal warning along with suggestions on how to improve keep track of his break time such as using a stop watch or alarm on his phone.
4/10/2025	Negative	Performance	Mohamed again was warned that he had gone over on his break time. He went to break at 2:22am and returned from break at 3:03am. Mohamed has already been given a Verbal warning of his excessive break times and has needed multiple reminders this week.
4/14/2025	Negative	Performance	Mohamed again needed to be reminded that his break time was done and that he needed to return to the rooms. This was after Mohamed became upset that he was being sent to break early in the rotation so that the team could rotate breaks and keep multiple team members in the room to keep the work going due to short staffing.
4/15/2025	Negative	Performance	Tonight Mohamed again went over on his break time. He went to break at 2:38am and returned from his break at 3:20am. This is now a repeat offense after multiple conversations and verbal warnings of him not following the policy of break times. Mohamed will be receiving a Written warning with expectations for improvements.