



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 11/22/2023
Employee Name: MarQuesha Brown
Job Title: QA Tech
Manager/Supervisor: James Littlefield

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)
MarQuesha used language that was inappropriate for the workplace when talking with another employee. After being asked by a production supervisor not to use such language, she again used profanity loudly in the QA office in front of several other employees.

Plan for Improvement:
MarQuesha will avoid using language that could be considered offensive when at work. She will be more mindful of who is around her and how they could react to what she is saying.

Consequences of Further Infractions:
Further usage of offensive language will result in a final warning, reassignment or termination of employment.

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.

Marquesha Brown 11-22-23
Employee Signature Date

[Signature] 11-22-23
Manager/Supervisor Date

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