



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 9/20/2021
Employee Name: Melbourne Grovesnor
Job Title: Sanitation Lead
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 Inappropriate Conduct

Details

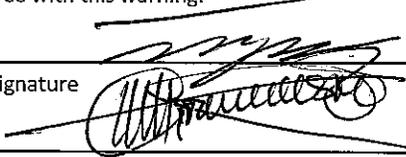
Description of Incident (Describe incident and list the date, time, and any witnesses present)
Thursday morning 9/16/2021, Melbourne Grovesnor was seen on camera doing inappropriate conduct with another employee, Sabstiano Mario. Melbourne was seen grabbing Sabastiano's arm and also playfully pushing Sabastiano in the upstairs back parts room at the end of their shift. After speaking with both Melbourne and Sabastiano, it is clear that the two employees were "horse-playing" around and joking with each other. It was explained to both of them that this behavior is not acceptable at Reichel Foods and there cannot be any physical contact between employees for their own safety, safety of others, and the safety of the company.

Plan for Improvement:
Going forward, Melbourne will personally avoid any physical contact with any employees. He will make sure that no other employees are violating this code of conduct as well. Supervisor will follow-up routinely with making sure there is understanding and following of the employees code of conduct in a respectful manner.

Consequences of Further Infractions:
If further infraction occur, progressive disciplinary action will be taken which may include up to termination of position.

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  Date 9/21/21

Manager/Supervisor _____ Date _____

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