



# Reichel Foods, Inc.

## Employee Warning Notice

### Employee Information

Date: 3/29/2015  
Employee Name: Marwan Suleiman  
Job Title: Plant Warehouse  
Manager/Supervisor: Benn Grenz/Jeremy Meyer

### 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)

On 03/25 Marwan could not find anyone to lock the door on the straight truck so he went in the box without the latch. While coming out the door closed slightly causing the weather stripping to peel. Marwan did not call his supervisor to let him know right away which resulted in investigations and maintenance inspection.

Plan for Improvement:

If there is any damage or potential damage the supervisor will need to be notified immediately to assess the situation and decided what actions need to be taken.

Consequences of Further Infractions:

Consequences of Further Infractions include further warnings and up to assignment end.

### 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.

*Refused*

Employee Signature

Date

*[Signature]*

*3-29-16*

Manager/Supervisor

Date

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

Date