



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 5/23/2016
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 05/20/16 Marwan was notified by Savi that he needed to get the truck ready so Russ could take it to Dexter. Marwan got the truck ready and Russ then came in and asked Marwan to release the dock lock. Marwan saw that it was engaged and raised his hand and asked why people were using the dock lock because they have only been using it for semi's. Russ told him it needs to be used all of the time. Even with straight trucks. Marwan touched Russ's should because he seemed eager to ensure the dock lock is always on and Russ backed up when Marwan was reaching for him and said, "don't ever touch me again."
Later Marwan found Benn in the breakroom and asked if everything was ok with Russ. Benn said yes everything should be fine; why do you ask? Marwan said it just seemed like Russ was in a big hurry and very direct. Benn told Marwan that he had to get the truck out to Dexter right away. Marwan put his hand on Benn's shoulder and apologized for touching and Benn said it was ok and he was not offended. Marwan said that he just wanted to make sure he was ok. Benn then asked him if Russ had offended him and he said no that is how he talks to everyone; he is very direct. Benn told Marwan if he feels offended ever to please let him know.
Later in the afternoon Russell brought the truck back from Dexter and when he came in the plant Isiah was going to drive on the truck and Russell told them to engage the dock lock. Marwan said not until you say please. Russell kept asking and Marwan would not until he asked nicely and Isiah got off the forklift and engaged the lock.

Plan for Improvement:

Marwan will need to ensure they are using the Dock Lock at all times and if it is not working they will need to document it on their Forklift Daily checklist in addition to notifying their supervisor immediately. Marwan will also treat everyone with respect.

Consequences of Further Infractions:

Consequences of Further Infractions will 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.

Employee Signature

Date

5/26/16

Manager/Supervisor

Date

5-26-16

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

Date