



*CMG*

# Reichel Foods, Inc.

## Employee Warning Notice

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### Employee Information

Date: 12/11/2020  
Employee Name: Mohamed Abdifatah Mohamud  
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 many times about his punctuality and has been given helpful hints to improve on him being able to make in to the start of the shift on time. Repeatedly, Mohamed continues to come in to the start of the shift late by time more than 30 minutes late. Mohamed has been documented on the log for being tardy and has been spoken to by CMG as well. Tonight at around 10:25pm Mohamed came in to work late after the entire sanitation team was given instruction the shift prior and had all been texted about the early start time of 9pm. The understanding of making start time has been communicated to Mohamed and he is still struggling to meet this standard.

Plan for Improvement:

Mohamed will need to make adjustments at home to make sure he is well rested and on time to work everyday for the next 60 days. He is not to be tardy anytime during the 60 days period. Mohamed will communicate with his supervisor about the expectations for all sanitation personnel and how everyone needs to be ready at start time.

Consequences of Further Infractions:

If further infractions occur, Mohamed will receive progressive disciplinary action which may include up to termination of his position here at Reichel Foods.

### 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.

*Mohamed Abdifatah Mohamud*

Employee Signature

*12/11/20*

Date

*Anthony Dahlke*

Manager/Supervisor

*12/11/20*

Date

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

Date