

10/20/17 u



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 10/18/2017
 Employee Name: Nokachachhoukroth Chea
 Job Title: QA Tech
 Manager/Supervisor: Kendra Lunt / Luz Pizano

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 10/17/17 at about 5:10pm Samarth Chea (Production Supervisor) was printing labels for Rotary and getting verified by QA Sourm Sam. Inappropriate Comments were made about him by Nokachachhoukroth which he overhead while waiting for the Labels to get done printing. Nokachachhoukroth Chea referred to him as "baong"- meaning large, big, inflated or balloon depends on which you use the word for; he found this rude and offensive and when he asked her to not call him by that word anymore she laughed and said "You can go now". However when QA Supervisor spoke to her, she denied saying that and said she told him "ok, no more talk". The behavior and comments like this needs to stop as it is not comfortable for anyone working with someone with this kind of behavior.

Plan for Improvement:

Nokachachhoukroth will refrain from speaking to anyone in a rude manner, refrain from participating in gossip, using derogatory language or speaking about coworkers in a rude way, including anything that would be considered offensive or inappropriate for the workplace.

Consequences of Further Infractions:

Any further infractions will result in disciplinary action, including, but not limited to termination of employment. Reichel Foods Values does not support the act of making employees feel uncomfortable in their workplace environment.

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.

	10-23-2017
Employee Signature	Date
	10/19/17
Manager/Supervisor	Date
	10/19/17
Witness Signature (if employee understands warning but refuses to sign)	Date