



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 6/11/2020
Employee Name: Omot Othowo
Job Title: Warehouse
Manager/Supervisor: Benn Grenz

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 06/09/20 it was noted Omot had left the Tristate building between 2-2:30pm without any notification. After review of the timeclock he had later clocked out at the Distribution center warehouse shortly after 5pm. After further investigation (10 days investigated) it was seen to be a regular occurrence without the knowledge of any supervisor or any approval. On 05/27/20 Omot was spoken to after not being on the property for 45 minutes that they needed approval and to let a supervisor know at all time. The Supervisors and Lead have also kept reiterating to ensure everyone follow company policy.

Plan for Improvement:

Anytime an employee is to go on a break they need to sign in/out with a Supervisor or Lead. If they need to leave the property for any reason it needs to be communicated. The only time an employee can be punched in after leaving is for Pre approved transit for work related reasons.

Consequences of Further Infractions:

Consequences of Further Infractions will be an 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

6-11-20

Manager/Supervisor

Date

6/11/20

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

Date