



# Reichel Foods, Inc.

## Employee Warning Notice

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### Employee Information

Date: 3/4/2024  
 Employee Name: Runey Banks  
 Job Title: Slicing Room/ Tumbler Room  
 Manager/Supervisor: Gai Nguyen/ Ali Rage

### 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)  
 Using inappropriate language, profanity in a conversation with other co-workers in locker room/ workplace. Secondly, carry and using vaping device in work area.

Plan for Improvement:  
 Must using appropriate language, no profanity in a conversation with other co-workers in workplace. Secondly, do not carry any vaping device or smoking on or within company property. Those are not allowed in the building or on Reichel Foods property at any time.

Consequences of Further Infractions:  
 Assignment will be ended.

### 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: Runey Banks Date: 3-7-24  
 Manager/Supervisor: Gai Nguyen Date: 03.07.24  
 Witness Signature (if employee understands warning but refuses to sign): Ali Rage Date: \_\_\_\_\_