



# Reichel Foods, Inc.

## Employee Warning Notice

### Employee Information

Date: 10/9/2024  
 Employee Name: Senait Bekele  
 Job Title: QA Tech  
 Manager/Supervisor: James Littlefield

### 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 10/7/24 Senait was informed of the safety policy regarding the yellow barrier around the forklift area and she signed a training record indicating that she knew not to cross that barrier. On 10/8/24 she was observed stepping over the safety barrier multiple times.

Plan for Improvement:  
 Follow all company safety policies. Respect safety barriers and warning signs.

Consequences of Further Infractions:  
 Further failure to comply with safety will result in escalating warnings, reassignment to a different area or termination of employment.

### 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.

 \_\_\_\_\_ Date 10-09-24

\_\_\_\_\_  
 Manager/Supervisor \_\_\_\_\_ Date 10-9-24

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