



Reichel Foods, Inc. Employee Warning Notice

James
7/31/2020

Employee Information

Date: 7/30/2020
Employee Name: Saidi Farah Yete
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)

Saidi was working on the Tank #2 and #3 area on Wednesday 7/29/2020, and while removing the screen for Tank #3 recirculating tank, he pulled on the hose coming out of the control box for the Calcium Ascorbate pump/tank. Melbourne the lead of the Slicing room asked Saidi if he had damaged the box or knew about it, and Saidi told him he did not do it. After looking at the camera and investigating, it was seen that Saidi had damaged the box while trying to remove the screen from the tank for cleaning. Saidi is being given a Verbal Warning for damaging equipment and not reporting it right away so that it can be fixed.

Plan for Improvement:

Anytime equipment is damaged, all employees are to report it right away to the leads and Supervisor. Training will be conducted with Saidi on how to removed the screens from the tanks without causing damage to hoses or equipment and to do so safely. Follow up on training will be conducted to make sure all processes are being followed daily.

Consequences of Further Infractions:

If further infractions occur, further disciplinary action will be given to include up to termination depending on the seriousness of the re-occurrence.

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.

Saidi
Employee Signature

7/30/20
Date

[Signature]
Manager/Supervisor

7/30/20
Date

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

7-30-20
Date

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