



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 9/27/2021
 Employee Name: Sytha Giles
 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)

Sytha was having a disagreement with a coworker over a work process. The coworker closed the production supervisor door as she was trying to enter the office. In frustration she kicked the door hard enough to damage the latching mechanism.

Plan for Improvement:

Sytha had a one on one training session with her supervisor, covering how to properly react when another employee is upsetting her. She also was refreshed on how to escalate a problem instead of confronting someone.

Consequences of Further Infractions:

Further instances of damaging property will result in escalated warnings and ultimately reassignment or termination.

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

10-01-21

Manager/Supervisor

Date

10-01-21

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

Date