



Reichel Foods, Inc.

Employee Warning Notice

SQ0014FO

R: 2

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Employee Information

Date: 10/16/2020
Employee Name: Sekouba Kenneth
Job Title: Production
Manager/Supervisor: Champong Duk

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)

Sekouba was complained by others employee that he always use inappropriate word or insult them that make them feel uncomfortable to work in line

Plan for Improvement:

need to stop that (talk with other co worker in inappropriate way)

Consequences of Further Infractions:

final warning or 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.

Sekouba Kenneth

Employee Signature

10-16-20

Date

[Signature]

Manager/Supervisor

10-16-20

Date

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

Date