



Reichel Foods, Inc.

Employee Warning Notice

SQ0014FO

R: 2

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Employee Information

Date: 1/14/2014
Employee Name: Saleman Sheikh
Job Title: CART TRANSFER
Manager/Supervisor: SOMARK HENG

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)

AT 5:00PM he walk off the line without permission that we already talked about it . I explain everything we not allow any one to walk off the line during production . But he still want to do his way (walk off the line not work related). So after we talked he go to pray . I told him if you do we will give you a verbal warning . so

Plan for Improvement:

you are not allow to walk off the line during production time . If you want to pray make sure you do on the break time .

Consequences of Further Infractions:

if that still happening I have to give you a written up warning and 3 time will 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

Manager/Supervisor

Date

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

Date

01-14-14

01/14/14