



# Reichel Foods, Inc.

## Employee Warning Notice

*Handwritten initials*

### Employee Information

Date: 8/20/2020  
 Employee Name: Saidi Farah Yete  
 Job Title: Sanitation  
 Manager/Supervisor: Brian Medes

### 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 4:40am today, Saidi was seen not wearing his facemask in the MV2 room during pre-op by the QA techs. A video capture photo is attached to this warning as evidence. At this time, Saidi was also observed not following social distancing guidelines. Saidi was also observed as having a toothpick in his mouth. When Saidi was told by QA to remove the toothpick and put his mask on, he did immediately comply, but also seemed to laugh about it. This was taken as disrespectful by the QA tech.

Plan for Improvement:  
 Saidi will follow all company policies and guidelines going forward. He will also comply with all GMP guidelines set forth by Reichel Foods. Further coaching, training and follow up will be conducted.

Consequences of Further Infractions:  
 If further infractions of the company policies occur, Saidi will receive progressive disciplinary action. This may be up to and including possible termination of his position with Reichel Foods.

### 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* \_\_\_\_\_ *8/20/20* \_\_\_\_\_  
 Employee Signature Date

*Brian Medes* \_\_\_\_\_ *8-20-20* \_\_\_\_\_  
 Manager/Supervisor Date

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

2020/08/20 AM04:37:01  
CAM18.MV2/Rot-02

