



Reichel Foods, Inc.

Employee Warning Notice

Handwritten initials

Employee Information

Date: 1/17/2019
Employee Name: Sameer Yaqoob
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)

Sameer was not wearing his goggles when using Hydroxysan at the end of the shift to rinse the screens on the chillers. Sameer has been trained and it has been documented that he has been spoken to about wearing the necessary PPE when working with chemicals.

Plan for Improvement:

Sameer will follow all Safety procedures and SSOP's by wearing his PPE when working with chemicals. Sameer will develop the habit of announcing to the room before using chemicals by saying loud enough "GOGGLES". This will remind him that goggles must be worn and also will help remind his co-workers to do the same as well.

Consequences of Further Infractions:

Further infraction may result in a Final Warning and may include up to 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 *[Signature]* Date 01/17/19
Manager/Supervisor *[Signature]* Date 1/17/19
Witness Signature (if employee understands warning but refuses to sign) *[Signature]* Date 1/17/19