



Handwritten initials

Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 12/8/2020
Employee Name: Saidi Farah Yete
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)
Saidi has been spoken to several times about standing around in the break room for excessive amounts of time including excessive amounts of time past the allotted break time periods. The amount of break time has been explained to all of sanitation that everyone gets an equal 30 minutes break time in the middle of the shift. Tonight between 12:30am and 12:50am, Saidi was in the break room while not on break in violation of the break time policy, eating food by the vending area and not wearing his mask properly in violation of the company mask policy. Then during break time which he started at 2:55am and did not return back to the Tumbler room till 3:50am. During break time it was also noticed that Saidi did not have his mask on again. It has been explained to him that repeated offenses of violating the break time policy and the company policy of wearing masks will result in disciplinary action.

Plan for Improvement:

Saidi will not spend more than the allotted 5 minutes in the break room during required changing times unless he is on his allotted break time which consists of a 30 minute break. The number of change times various based on job duties per room but should average to 2 changes maximum per shift excluding person times such as restroom breaks. Saidi will follow the company mask policy at all times while inside the Reichel Foods facilities. These policies have been explained to the entire sanitation team and the majority of the team has no issues following these policies to help accomplish all of sanitations daily goals.

Consequences of Further Infractions:

If further infractions continue to occur, Saidi will receive progressive disciplinary action which may include up to termination of position based on level and number of violation occurrences.

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: *Saidi* Date: 12/9/20
Manager/Supervisor: *[Signature]* Date: 12/9/20

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



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Entrance

