



Reichel Foods, Inc. Employee Warning Notice

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Handwritten initials and date: JMS 2-7-14

Employee Information

Date: 2/6/2014
Employee Name: Shawn Langford
Job Title: Sanitation
Manager/Supervisor: Anthony Drake

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)

There was a note found in another employee's locker with the word "snitch" written on it. When confronted about the action Shawn admitted to the incident and said that he tried to remove the note before it was too late but the action already occurred. Shawn understands that this behavior will not be tolerated and will be suspended from work till Sunday night 2/9/14

Plan for Improvement:

Shawn will stay out of other employees personal business and show respect towards others and continue to be an exceptional employee.

Consequences of Further Infractions:

Any further infractions will result in immediate 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

2-7-14

Manager/Supervisor

Date

2/7/14

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

Date

Handwritten signature: *W. J. [unclear]*

[Redacted area]

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Date

_____ 2/7/14

Date

Date