



# Reichel Foods, Inc.

## Employee Warning Notice

### Employee Information

Date: 10/8/2025  
 Employee Name: Shukri Mahamud  
 Job Title: QA Tech  
 Manager/Supervisor: James Littlefield

### 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 10:38am Shukri entered the MV2 production room and without washing her hands proceeded to go to the QA table and start doing paperwork.**

Plan for Improvement:  
**Shukri will wash her hands every time that she enters a production area.**

Consequences of Further Infractions:  
**Continued failure to follow food safety policies will result in reassessment of employee's suitability to work in a food safety position.**

### 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.

Shukri \_\_\_\_\_ Date 10.08.25

[Signature] \_\_\_\_\_ Date 10-8-25

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