

EMPLOYEE WARNING NOTICE FORM

Employee Name: Simon Akway

Date: 7/8/2020

Supervisor Name: Jeff Ramaker

Hire Date: 5/28/2020

- Verbal Warning Written Warning Final Warning
 Coaching/Counseling Session Assignment End Termination

1. Your behavior/actions have been found unsatisfactory for the following reasons:

- Tardiness Insubordination
 Damaged Equipment Failure to Follow Procedure
 Absenteeism Failure to Meet Performance Standards
 Policy Violation Poor Work Quality
 Falsifying Company Documents Other

2. Details of Unsatisfactory Behavior/Actions:

Creating conflict in the workplace – see attached email
GMP Violation – wearing smock when entering the breakroom

3. Prior Warnings:

None

4. The following immediate corrective action must be taken by the employee.

Failure to do so will result in further disciplinary action up to and including termination.

If another incident occurs, Simon's assignment will end.

Employee Signature: _____ Date: _____

Note: Your signature on this form means that we have discussed the situation(s).

Manager's Signature: _____ Date: _____

Sierra Peterson

From: Lisa Campbell <Lisa@reichelfoods.com>
Sent: Wednesday, July 8, 2020 7:14 AM
To: Leads; Kelsey Sikkink; Sierra Peterson
Cc: Phuy Vorng Chi; Cham Ouk
Subject: RE: Employees issue

We will look into this Kevin.

Thank you!

Lisa Campbell

Human Resources Manager

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Reichel Foods, Inc. | 3706 Enterprise Drive SW | Rochester MN, 55902 | Phone: 507.289.7264 | Fax: 507.289.6552 |
www.reichelfoods.com

From: Leads <Leads@reichelfoods.com>
Sent: Tuesday, July 07, 2020 9:26 PM
To: Lisa Campbell <Lisa@reichelfoods.com>; Kelsey Sikkink <Kelsey@corpmgmtgroup.com>
Cc: Phuy Vorng Chi <Vorng@reichelfoods.com>; Cham Ouk <Cham@reichelfoods.com>
Subject: Employees issue

Hi,

Simon Akway is very difficult person, he wanted to fight with Amos outside of the building. And he used the bad word to him such as stupid.

And did not respect the time to go inside production, he breaks 10mn for his second break, but he comes inside at least 30mn, I asked him why?, he said line lead Clemente needed him to come line1, I asked line lead about this, he said no. He told me a liar. He broke rule for GMP, such as wearing the smock entered the break room.

Sincerely.

Kevin Vong

Formel Leads

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