



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 3/1/2023
Employee Name: Tiberius Momanyi
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)

At 4:23am Tiberius was seen entering the break room saying he needed to get to the restroom to rinse his face and eyes. When questioned what happened, Tiberius said that the team was using Sani King in the room and he felt his eyes and face become irritated. He was asked if he was wearing his goggles while chemicals are being used in the room. Goggles are part of the safety procedure every time chemicals are being used in the room and Tiberius has received the training for this and has been spoken to multiple times before about wearing his goggles. When investigated on the camera to see if Tiberius was wearing his goggles it was seen that he was not wearing his goggles at all during the time Sani King was being used and he was not wearing his goggles when he was using Multi Quat to sanitize a piece of equipment.

Plan for Improvement:

Tiberius is to follow the Safety procedure at all times when chemicals are being used in any area of the facility. Honesty and integrity are important displays of behavior for all team members and it is expected that all incidents be reported accurately and honestly. Retraining of safety procedures and follow up routinely to make sure safety procedures are being followed at all times.

Consequences of Further Infractions:

If further infractions occur progressive disciplinary action will be given which may include up to assignment being ended.

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 3/2/23
Manager/Supervisor Date 3/2/23

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





