



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 8/8/2019
 Employee Name: Teekajwok Oman
 Job Title: Warehouse
 Manager/Supervisor: Benn Grenz/Jeremy Meyer

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)

On 08/06/19 Teek left for break and punched out at 7:18pm and returned and punched in at 7:56pm. He then took his paid break and took an additional unapproved extended break of 54 minutes more without notifying anyone.

Plan for improvement:

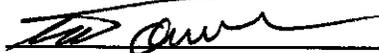
Teek will only take the 40 minute approved warehouse break and will notify his supervisor/manager and co-workers before doing so. If for any reason Teek needs a longer break, Teek will need to have it preapproved by his supervisor/manager.

Consequences of Further Infractions:

Progressive discipline includes being demoted to production with a wage decrease.

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

8-8-19
Date


Manager/Supervisor

8-8-19
Date

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

Date