



# Reichel Foods, Inc. Employee Warning Notice

SQ0014FO

R: 2

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### Employee Information

Date: 12-28-12  
Employee Name: Tom Mitchell  
Job Title: Supply  
Manager/Supervisor: Hener

### 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) \*

today 12.28.12 at 9.00 pm - Perer came and said that Tom swearing to Khadijo Abukan at by MVR room, ask both of them why - they said Tom try to ask her out and she ignored him and he got mad and swear to her.

Plan for Improvement:

make sure you don't bring any type of personal relationship to the work place. don't talking to her anymore if not work related.

Consequences of Further Infractions:

if that still happening we have to let you (tom) go.

### 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.

*Thomas B. Mitchell*  
Employee Signature

12/28/12  
Date

*[Signature]*  
Manager/Supervisor

12/28/12  
Date

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

12-28-12  
Date