



Reichel Foods, Inc.

Employee Warning Notice

*AFMS
8-11-15*

Employee Information

Date: 8/10/2015
Employee Name: Uljana Nosova
Job Title: Sanitation Employee
Manager/Supervisor: Anthony Dahike

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)
Uljana Nosova has been trained and coached on several occasions about taking care of her PPE at the end of her shift. She has continued to leave her hard hat/ face shield outside of her locker at the end of the shift. Her PPE is often found laying on a table or hanging on the hooks outside of the restrooms. Uljana has been instructed that continuing to leave her PPE left out at the end of the shift will result in disciplinary action as her behavior has not changed. On Saturday morning 8/8/2015 at the end of the shift, again Uljana's hard hat was found sitting on one of the break room tables. Uljana was contacted to return to work to put away her PPE by her supervisor. Uljana did not return to work and when she came in to work tonight she did not come looking for her hard hat and instead began using her face shield instead. Uljana has also had several incident reports involving her miss-use of her PPE or just not wearing her PPE at all. Her last incident report was only days prior to her leaving out her PPE again. Uljana was also talked to at that time about following all procedures including wearing and storing her PPE during and at the end of her shift.

Plan for Improvement:
Uljana will set reminders in her locker to remind her to check for her gear. Uljana will hand in her keys and phone (as a reminder) to the supervisor as a check at the end of the shift to make sure she is following all company policies and safety rules.

Consequences of Further Infractions:
This is Uljana Nosova's final warning for not taking care of her assigned PPE. Continuing to disregard company policy and safety rules may result in employee suspension or possible further disciplinary action which may include termination.

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.

[Signature] _____ Date *8/10/2015*
Employee Signature
[Signature] _____ Date *8/10/2015*
Manager/Supervisor

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