



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 3/11/2021
 Employee Name: Farhia Barre
 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)
 On Wednesday 3/10/2021, Farhia was working on Conveyor #2 of MV2, and was asking for help with re-assembling the guards and did not communicate well with her co-worker Tiberius. She became upset about the situation and stopped her cleaning process and went to break. Farhia has been trained on the cleaning process by her Supervisor and she failed to follow the process. During her break she began an argument with her Supervisor in the break and with her co-workers as well. Final instructions were given to Farhia about the cleaning process and how she needs to complete each step. It was also communicated with her and the team about working as a team to complete each step in a timely manner and communicating with each other in a respectful manner. At the beginning of production it was found that there was still Chocolate turtles on the conveyor #2, inside the transfer area, inside the cutting head, sealing head, and other areas of conveyor #2. Cleaning was not done efficiently and not inspected as it should be done causing production to be down and throw away product. This cost the company money and required extra cleaning to be done.

Plan for Improvement:

Farhia will follow all steps of the cleaning process at all times. This includes inspecting all assigned work areas and making sure all product has been removed before cleaning of the equipment. Farhia will also make sure that she is communicating with her co-workers and Supervisor at all times in a respectful manner. Farhia will make sure that she does not leave the room for break until her tasks have been completed up to the time period allotted for break time.

Consequences of Further Infractions:

If further infractions occur, Farhia will receive progressive Disciplinary Action. Follow up with coaching, training and monitoring to make sure Farhia is making progress with her communication and performance will be conducted routinely.

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: Farhia Date: 3/11/21
 Manager/Supervisor: [Signature] Date: 3/11/21

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