

am



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 3/11/2021
Employee Name: Ikran Sirat
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, Ikran was working on Conveyor #1 of MV2, she took extra time rinsing the line and walking around talking with Farhia. Ikran did not finish rinsing her area in a timely manner so that she could help her team begin cleaning the floor before going to break. When she did finish rinsing she immediately went to break instead of helping her co-workers. Ikran was seen on camera spending excessive amounts of time walking around and talking instead of concentrating on her work. As a result, in the morning during production, the MV2 line had to be shut down due to Chocolate Turtles still found on the line during operations. Production had to throw away product and the line was down for an excessive amount of time during inspection and re-cleaning of the line. This cost the company a lot of money.

Plan for Improvement:

Ikran will follow the cleaning steps at all times and make sure that she is thoroughly inspecting her work areas to make sure no product is still left on the equipment after cleaning is complete. Ikran will not spend time walking around and talking with her co-workers during time that needs to be spent on cleaning and following the cleaning processes. Ikran will work as a team and help out her co-workers with all tasks so that the team can follow each step and work effeciently together.

Consequences of Further Infractions:

If further infractions occur, Ikran will receive progressive Disciplinary Action. Follow up with coaching, training and monitoring will be conducted by the Supervisor to make sure that Ikran is following the cleaning process and working as a team with her co-workers.

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]
Employee Signature 3/11/21
Date

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

Witness Signature (if employee understands warning but refuses to sign) Date
Trade secret: confidential commercial information exempt from disclosure pursuant to 5 U.S.C. § 552(b)(4).