



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 8/1/2019
 Employee Name: Mohamed Hassan
 Job Title: Quality Assurance Technician
 Manager/Supervisor: Kainoa Gathje

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)
 Mohamed was seen going outside of the building during his shift while also wearing his overshoes outside. He had previously been talked to by Supervisors about not being allowed to go outside during his shift.

Plan for Improvement:
 Retraining

Consequences of Further Infractions:
 Final Warning

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  Date 08-1-19

Manager/Supervisor  Date 8/1/19

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