



# Reichel Foods, Inc.

## Employee Warning Notice

*amj*

### Employee Information

Date: 3/11/2021  
Employee Name: Jemima Jibi  
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, Jemima was not following the process and direction given to her by the Supervisor at the beginning of the shift. She was given specific instructions on what job duties she needed to complete and to work with her co-workers as a team to complete the cleaning process in the MV2 room. Jemima along with Tiberius decided to work ahead of the team and not communicate effectively with her other co-workers. The process for cleaning involves all team members in the room to be on the same cleaning steps and to help each other before moving on to the next step. Jemima along with her co-workers decided to argue amongst each other in the break room and with her Supervisor over the issues mentioned. Final Instructions were given to her and the rest of the team to work as a team and to make sure they are communicating with each other in a respectful manner at all times.

#### Plan for Improvement:

Jemima will communicate with her co-workers respectfully and make sure that she is being helpful and working as a team. Jemima will work as a team member and not work ahead in the next steps of the cleaning process while other steps have not yet been completed. Sanitation is a fast paced, team working process that needs every element working together to complete all tasks efficiently and effectively.

#### Consequences of Further Infractions:

If further infractions occur, Jemima will receive progressive Disciplinary Action. Follow up with coaching, training and monitoring will be conducted to make sure Jemima is making progress with her communication and working as a team.

### 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.

*Jemima Jibi*  
\_\_\_\_\_  
Employee Signature

*3/11/21*  
\_\_\_\_\_  
Date

*Anthony Dahlke*  
\_\_\_\_\_  
Manager/Supervisor

*3/11/21*  
\_\_\_\_\_  
Date

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

Date