



Reichel Foods, Inc. Employee Warning Notice

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Employee Information

Date: 3/11/2021
Employee Name: Tiberius Momanyi
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, Tiberius did not follow instructions given to him by his Supervisor at the beginning of the shift. He was involved in multiple confrontations with his co-workers about job duties and following the cleaning process in the Mv2 room. Tiberius did not use communication respectfully with his co-workers. He was asked by Farhia to help re-assemble guards for conveyor #2 and instead of helping told her he was busy and that she needed to do it by herself. Tiberius then gave instruction to Jemima to start cleaning the floor instead of helping complete the rinse process in the room. During break, in the break room, Tiberius was involved in an argument with his Supervisor and co-workers blaming others for issues in the room and not being respectful. Final instructions were given to Tiberius about the processes that needed to be done and communication with his co-workers as well as working as a team to accomplish all sanitation tasks by the Supervisor.

Plan for Improvement:

Tiberius will follow all cleaning processes and instructions given to him by the Supervisor. Tiberius will also make sure to communicate with all his co-workers and Supervisor in a respectful manner at all times. Tiberius will work as a team with his co-workers and complete each step before advancing to the next step in the process.

Consequences of Further Infractions:

If further infractions occur, Tiberius will receive progressive Disciplinary Action. Follow up with coaching, training and monitoring will be conducted by the Supervisor to make sure Tiberius is progressing with better communication and working as a team with his co-workers to follow instructions, cleaning process and working efficiently in a timely manner to complete all sanitation tasks.

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.

Tiberius Momanyi
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 _____