

09



Reichel Foods, Inc.

Employee Warning Notice

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 Tuesday 3/9/2021, Tiberius was spoken to at least 4 different times about wearing his goggles while working with chemicals. Tiberius continued to ignore instructions given to him. As a veteran employee in the back-up lead role it is vital that he be an example for his co-workers to wear his PPE at all time while working with chemicals. Tiberius has been trained on this process and been spoken to many times about the dangers of not wearing PPE while working with chemicals.

Plan for Improvement:

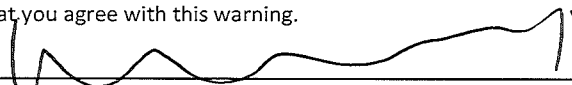
Tiberius will wear all of his PPE at all times while working with chemicals. This includes Goggles, hard hat, gloves, chemical resistant gloves if required, blue apron, pants, boots, etc. according to the chemicals and tasks being completed.

Consequences of Further Infractions:

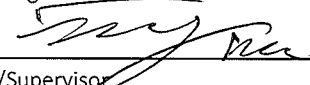
If further infractions occur, Tiberius will receive progress Disciplinary Action. Follow up with coaching, training and monitoring will be conducted by the Supervisor to make sure that Tiberius is following all safety procedures at all times.

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

3/11/21
 Date


 Manager/Supervisor

3/11/21
 Date

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

Date

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