Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date:	8/12/2025
Employee Name:	Sarah Diaz Perez
Job Title:	Line Lead
Manager/Supervisor:	Sam Chea

Type of Warning

- [ ] Verbal Warning
- [x] Written Warning
- [ ] Final Warning

Type of Offense

- [ ] Tardiness/Leaving Early
- [x] 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)

Sarah is over the limit for the Reichel Foods attenance policy, she has 10 total call in's as of 8/11/25, She is currently on her final warning for attendance, CMG has notified and spoke to Sarah about her attenance and was given the policy by kelsey, we have not seen improvement on her end

Plan for Improvement:

No Call in's or unexcused absence for the next 3 months

Consequences of Further Infractions:

Final warning and possible suspension or assignement end if further occurance happens

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.

Sarah M. Diaz Perez — 8/12/25

Employee Signature — Date

8/12/25

Manager/Supervisor — 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).