



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 12/28/2013
 Employee Name: Zeinab Ahmed
 Job Title: production
 Manager/Supervisor: Isabel Martinez

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)
 Zeinab was asked to go directly out to the production area to begin working once clocked in for the start of her shift, once she did clock in she went in to the wellness area & prayed, per policy she should have prayed first then clocked in and started her shift, we do not feel its are responsibility to pay people to pray if there is not time to do so during break & before work then maybe she needs to adjust here schedule rather than try to adjust ares

Plan for Improvement:
 Zeinab needs to follow the rules(policies & procedures that were agreed too.) company GMPS need to be followed and the production schedule needs to be followed

Consequences of Further Infractions:
 further corrective action will be taken for repeat offences

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 12/28/2013

 Manager/Supervisor _____ Date 12/28/13

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