



# Reichel Foods, Inc.

## Employee Warning Notice

### Employee Information

Date: 9/26/2024  
Employee Name: MarQuesha Brown  
Job Title: QA Technician  
Manager/Supervisor: Kendra Lunt/Jim Littlefield

### Type of Warning

Verbal Warning   
Written Warning   
Final Warning  TERMINATION

### 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 9/25/24, at 10:27 pm MarQuesha is on video exiting the building and turning the corner out of camera view. Another Supervisor found them in the bathroom upstairs the same evening and notified them that no one is supposed to be using the bathrooms upstairs any longer. MarQuesha returned to the QA office to engage in a conversation with Kenyatta that was very condescending towards the supervisor. Several witnesses present (Sourn, Mohammed, Emily) - see video for context. In the video, you can also see Kenyatta has false fingernails on which is against company policy.

Plan for Improvement:  
End assignment. Violation of two company policies. Rudeness, vulgar and offensive language towards a Supervisor. Offensive language has been documented as written warning (3/5/24 & 11/22/23). Other documentation exists regarding following company policies.

Consequences of Further Infractions:  
None - assignment end.

### 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  
*Kendra Lunt*  
Manager/Supervisor

Date  
*09/26/24*  
Date

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