



# Reichel Foods, Inc.

## Employee Warning Notice

### Employee Information

Date: 10/13/2015  
Employee Name: **Cristofer Vasquez Santiago**  
Job Title: Warehouse  
Manager/Supervisor: Phuy Vorng Chi

### 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 10/13/15 at 12:15pm production shut down about 15 min due to ran out box insert. We couldn't find pallet needed when is not in the right location. Need to bring more supplies when any thing is getting low avoid down time.**

Plan for Improvement:  
**Make sure bring supplies to the line prior it run out or allow more time to bring supply if needed from other warehouse.**

Consequences of Further Infractions:  
**Written warning will be given if the same issue happen.**

### 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.

Cristofer Vasquez Santiago 10/13/15  
Employee Signature Date

Jeff Ramaker 10/13/15  
Manager/Supervisor Date

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