



Disciplinary Report Form

Employee name: Cynthia Maldonado	Hire Date: 5/14/2014	Job title: Production
Department: Botany	Shift: 2nd	Supervisor: Banting
Offense track: <input checked="" type="checkbox"/> Performance issue ___ Work rule violation Work rule violated, if any:		
Type of offense: <input checked="" type="checkbox"/> Absenteeism ___ Tardiness ___ Leaving work area without permission ___ Misuse of property/equipment ___ Damaging/Losing property/equipment ___ Using property/equipment for personal use ___ Leaking confidential information ___ Theft or fraud ___ Lying or cheating ___ Falsifying company documents ___ Unsafe behavior ___ Eating in undesignated areas ___ Smoking in undesignated areas ___ Posting items without permission ___ Fighting or creating conflict ___ Spreading gossip ___ Using vulgar language ___ Rudeness ___ Abusiveness ___ Horseplay ___ Indecent behavior ___ Bringing weapon onsite ___ Bringing illegal drugs/alcohol onsite ___ Failing to follow instructions ___ Poor work quality ___ Poor work quantity ___ Refusing to work ___ Sleeping on the job ___ Poor hygiene ___ Poor housekeeping ___ Disregarding dress code ___ Other		
Absenteeism		
Incident description: (Describe actions, behavior, or incident; date(s); time(s); place(s); witness(es) and his/her observations; impact(s) of actions, behavior, or incident; employee's responses immediately after the incident and other significant conversations; employee's previous related training or counseling; and other relevant facts.)		
NCNS on 10/17/15		
Completed by: <i>[Signature]</i>	Date: 10/21/15	
(Shaded area to be completed by Human Resources only.)		
Progressive step: ___ Oral warning* ___ Suspension (unpaid) ___ Release ___ Written reprimand ___ Discharge ___ Suspension (paid) *File apart from personnel files and copies thereof	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: Notification for tardy 5/6/15 Verbal warning 3/11/15 Notification 3/6/15 Notification 8/14/14 Notification 7/22/14 Notification 7/18/14 Notification - 6/7/14	
Final Warning		
Consequence if incident occurs again:		
Possible Assignment Enrol		
Human Resources Signature(s): <i>[Signature]</i>	Date: 10/21/15	
Employee statement: ___ I agree with the incident description above. ___ I disagree with the incident description above. Date report presented to employee:		
Employee comments: (Attach sheets if necessary.)		
Employee acknowledgement: My signature acknowledges that I have received this report and that it has been discussed with me. I understand that my signature is not an admission of the incident or offense. I understand that I may appeal this report by filing a Discipline Complaint Form.		
Employee signature: <i>[Signature]</i>	Date: 10/21/15	Witness signature (if any): _____
person presenting report: _____	Date: _____	Signature of _____

The number for the Call in Line is located on the back of your badge! **No Call, No Show, No Job!**

Employee Hygiene (GMP's)

- Hand washing → Wash for 20 Seconds AFTER using bathroom and BEFORE entering production area
- Foot foamers
- Purell Dispensers (if applicable)→ 15 minutes or as needed while working with exposed product
- Attire requirements
 - Long pants, long sleeves, SOCKS, shoes
 - No Skirts, Shorts, Tank tops, flats, sandals
- No food/gum/fingernail polish/false fingernails
- No open food/beverages in locker rooms
- No Ipod/cell phone
- No smoking/chewing tobacco/gum
- No Jewelry (except plain wedding band-NO stones!)→No eyebrow, lip, tongue, nose, wrist, dermal piercings!

Food Safety

- Preventing contamination→WASH YOUR HANDS & change your gloves after touching anything other than exposed product!
- Reconditioning/reworking product→Finished Product packages that fall face (film-side) down must be thrown away!
- Pest control→Keep doors shut, NO open food or beverage in the lockers!
- HACCP→Hazard Analysis Critical Control Point-Controls to keep our food safe for our consumers!
- Product & room temperatures→To keep bacteria at low/controllable levels. **FOOD SAFETY AND FOOD QUALITY**

Allergens

- Process Controls→Correctly label and cover product going back into storage!
- Employee role in Allergen Program→ Don't cross contaminate by switching production lines before changing clothes/washing hands!

Food Security

- RF Policy→Locked doors, NO visitors, Visitors must be escorted by a Reichel employee, DO NOT SIGN FOR PACKAGES!
- Employee Role→Don't hold doors open, Watch for suspicious activity, Tell your Supervisor if you see something weird! Don't forget your badge to let you in!

Plant/Employee Safety

Safety Rules

Emergency Evacuation/Fire Extinguishers

Bloodborne Pathogens/First Aid

PPE

Eyewash station

Equipment Hazards

Forklift awareness

Right to Know

Main plant chemicals

Chemicals specific to job

Hearing Conservation

*Cynthia attended
New Hire Orientation
on 5/13/14.*

Food Security/Food Defense

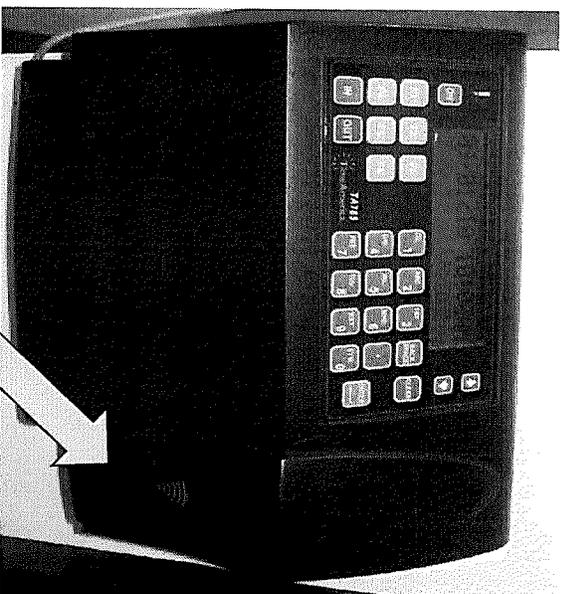
• “Employees are the *FIRST* Line of Food Defense” DVD

- Plant doors should remain closed and locked. Employees will use their “Prox Card II” to get into the main entrance. Temporary employees use the door bell and report to the Supervisor on duty so the proper paperwork can be reviewed before allowing access into the production areas.

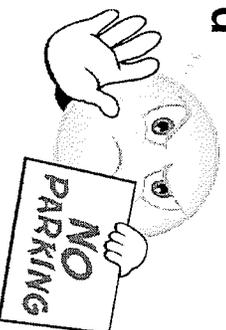
NOTICE
KEEP THIS
DOOR CLOSED



ProxCard® II



Once you receive your “Prox Card” you use the black time clock to punch in and out.



- Call in line numbers are on the back of your badge!
- NO CALL, NO SHOW, NO JOB!!
- If you forget your badge, record your hours to your supervisor.
- Do not drive through parking lot when you leave or come to work. Use the road!
- No parking in front of the building!
- No Parking in Permit spots without a permit.