



# Reichel Foods, Inc.

## Employee Warning Notice

SQ0014FO

R: 2

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### Employee Information

Date: 12/3/2015  
Employee Name: Christine Richardt  
Job Title: QA Tech  
Manager/Supervisor: Kendra Lunt/Luz Pizano

### 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  Not following procedure

### Details

Description of Incident (Describe incident and list the date, time, and any witnesses present)

Christine swabbed a Zone 1 on a non test and hold day. This was a near-miss because it was discovered before they were sent to an outside lab. This could have potentially led to a recall situation or worse.

Plan for Improvement:

Christine should review swab lists assigned to her before conducting swabs - she will participate in a zone refresher training for all QA in order to help distinguish different zones.

Consequences of Further Infractions:

Failure to follow the Improvement plan will result in disciplinary action, including, but not limited to termination of employment.

### 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.

*Christine M. Richardt*

*12/3/15*

Employee Signature

Date

*Luz E. Pizano*

*12/3/15*

Manager/Supervisor

Date

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

Date