



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 3/15/2019
Employee Name: Zakariye Warsame
Job Title: Quality Assurance Technician
Manager/Supervisor: Kainoa Gathje

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 the Operational QC Checklist for the Cartoner Room Zack was writing down the code date for the previous check and not actually checking the trays for the code date. Zack also initialed the Reichel Film and Label Verification and the tray code date and the case label code date were different. This led to product being ran with the wrong code date on the tray.

Plan for Improvement:

Retraining

Consequences of Further Infractions:

Written Warning

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 03/15/19

Manager/Supervisor

Date 3/15/19

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

Date