



Employee Warning Notice

Employee Information

Date: 12/2/2013
Employee Name: Jim Hanson
Job Title: 1st shift production
Manager/Supervisor: Cameron Johnston

Type of Warning

Verbal Warning [checked]
Written Warning []
Final Warning []

Type of Offense

Tardiness/Leaving Early []
Absenteeism []
Violation of Company Policies [checked]
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)
Jim has been forgetting to punch in and or out lately, the amount of missed punches has become excessive, and can not or will not be tolerated.

Plan for Improvement:
clock in & out daily

Consequences of Further Infractions:
further corrective action leading up to termination

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.

JIM A HANSON

12/02/2013

Employee Signature
[Signature]

Date

12/02/2013

Manager/Supervisor

Date

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

Date



Reichel Foods, Inc.
Employee Warning Notice

SQ0014FO

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Handwritten initials

Employee Information

Date: 11/1/2013
Employee Name: Jim Hanson
Job Title: Production
Manager/Supervisor: Cameron Johnston

Type of Warning

Verbal Warning [checked]
Written Warning []
Final Warning []

Type of Offense

Tardiness/Leaving Early []
Absenteeism []
Violation of Company Policies [checked]
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)

Jim was witnessed by the room lead & supervisor using 3 slotted trays under the slicer chute to catch the apple slices. All Raw product room employees have been informed that the maximum amount is 2. everyone forgets from time to time but it was test n hold friday and we need to bring are A game everyday, but test & hold is the kind of situation that doesn't allow us to make mistakes. The smallest slip up could have catastrophic endings.

Plan for Improvement:

Jim follows gmps daily but had a slip up, we will continue to coach as well as monitor for this types of incidents daily with start up meetings and keeping current with all new policies & procedures.

Consequences of Further Infractions:

write up, final write up, termination

Acknowledgement of Receipt of Warning

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Handwritten signature of Jim Hanson

Handwritten date 11/4/13

Employee Signature

Date

Handwritten signature of Cameron Johnston

Handwritten date 11/4/13

Manager/Supervisor

Date

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

Date