



Reichel Foods, Inc.

Employee Warning Notice

SQ0014FO

R: 2

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Employee Information

Date: 9/3/2014
 Employee Name: Ouern Keo
 Job Title: Production Worker
 Manager/Supervisor: Bunthy, Heng, Jonny, Sam

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)
 09-03-14 Ouern Keo was spraying the cart towards the doors. He was trained to spray the cart towards the window. As he sprayed the cart towards the door, Marwan walked out and in the room and got sprayed on.

Plan for Improvement:
 Ouern Keo needs to move the cart towards the window when sanitizing

Consequences of Further Infractions:
 Written up will be given

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: 9-4-14
 Manager/Supervisor: Date: 9/4/14
 Witness Signature (if employee understands warning but refuses to sign) _____ Date _____