

## EMPLOYEE WARNING REPORT

Employee: <u>Sameth Sin</u>	
Social Security #	Client Co. <u>Reichel Food Dept.</u>
Warning Date <u>4-1-09</u>	Violation Date <u>3/31/09 - 4/01/09</u>
Violation Time	Violation Place

VIOLATION	VIOLATION
Alcohol/Drug Abuse <input type="checkbox"/>	Insubordination <input type="checkbox"/>
Attendance <input type="checkbox"/>	Safety Violation <input type="checkbox"/>
Behavior <input type="checkbox"/>	Tardiness <input type="checkbox"/>
Conduct <input type="checkbox"/>	Unsatisfactory Work <input type="checkbox"/>
Policies and Procedures <input type="checkbox"/>	Work Rule <input type="checkbox"/>
Fighting <input type="checkbox"/>	Other: <input checked="" type="checkbox"/>

COMPANY STATEMENT		
Description of incident: <u>Accused of</u>		
<u>Verbal harrasment against</u>		
<u>another employee.</u>		
By: _____	Title: _____	Date: _____

EMPLOYEE STATEMENT	
<input type="checkbox"/> I agree with the company statement	<input type="checkbox"/> I do not agree with the company statement
Employee Comments: <u>Employee states:</u>	
<u>Didn't mean to hurt her. I know</u>	
<u>her sister for a long time. Sometimes</u>	
<u>joking with different co-workers</u>	
<u>Don't want to sit at her table</u>	
<u>because we are not friends.</u>	
Employee Signature: <u>Sameth Sin</u>	Date: <u>4/1/09</u>

\* Verbal warnings do not require the employee's signature. Written warnings must be signed by the employee. Reports of both verbal and written warnings must be filed in the employee's file. It is not necessary to give the employees a copy of the verbal reports. Employees must be given a copy of written warning reports.