



Reichel Foods, Inc.
Employee Warning Notice

Employee Information

Date: 7/30/12
Employee Name: Sebastiano Manic
Job Title: Sanitation Employee
Manager/Supervisor: Jamie Seeger

Type of Warning

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

Type of Offense

- Tardiness/Leaving Early [ ]
Absenteeism [ ]
Violation of Company Policies [ ]
Substandard Work [checked]
Violation of Safety Rules [ ]
Rudeness to Customers/Coworkers [ ]
Other [ ]

Details

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

Sebastiano and another employee took apart, cleaned and reassembled depositor #3, on Sunday July 29th, 2012. When they reassembled the depositor, they forgot to put on 8 O-rings on the product delivery system. The checklist that was done afterwards was NOT filled out completely either. These two employees do not normally clean the depositors, but that is no excuse, they know how to do it right.

Plan for Improvement:

There will be a new form to fill out after cleaning depositors. Sebastiano will fill this out and double check his work each and every time. He will go through a refresh course also on assembling depositors.

Consequences of Further Infractions:

Further infractions will result in disciplinary actions 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.

Employee Signature [Signature] Date 7/30/12

Manager/Supervisor [Signature] Date 7-30-12

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



# Reichel Foods, Inc.

## Employee Warning Notice

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### Employee Information

Date: 7/30/12  
 Employee Name: Sebastiano Mario  
 Job Title: Sanitation Employee  
 Manager/Supervisor: Jamie Sorenson

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Verbal Warning   
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 Final Warning

### Type of Offense

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 Absenteeism   
 Violation of Company Policies   
 Substandard Work   
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Plan for Improvement:

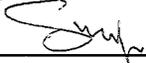
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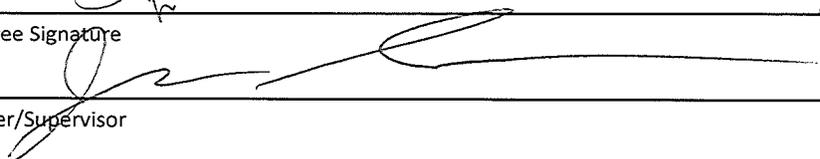
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Manager/Supervisor:  Date: 7-30-12

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