



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 10/9/2024
Employee Name: Kevin Vong
Job Title: Production Lead/ Back Sup
Manager/Supervisor: Phuy Vong Chi

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)
Stepping over or go under yellow safety barriers after already have safety meeting.

Plan for Improvement:
Make sure to follow all safety rules, and coach other co-worker.

Consequences of Further Infractions:
Written waring 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 10/10/2024
Date 10/10/2024

Manager/Supervisor

Date

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

Date