



Reichel Foods, Inc.

Employee Warning Notice

W

Employee Information

Date: 3/4/2024
Employee Name: Ama Akakpo
Job Title: General Op Checker
Manager/Supervisor: Gai Nguyen/ Ali Rage

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)
Light weight overwrite/ falsifying on paperwork. On 02/26/2024 at 5:25 PM. QA supervisor/ James as a witness and caught Ama changed her weight check at 5:25pm, which after she had recorded a low weight of 75.5 on her paperwork.

Plan for Improvement:
Do not falsifying on paperwork, no rewrite or changed if there a low weight, must following the procedures reweight 48 trays and let people on the line know to fill more apples. Anything had recorded should be stayed.

Consequences of Further Infractions:
Next step will be a written warning.

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: 03/07/2024
Manager/Supervisor: [Signature] Date: 03.07.2024

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