



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 6/4/2021
 Employee Name: Aala Arkwazee
 Job Title: QA Tech Level 1
 Manager/Supervisor: James Littlefield

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)

From 6/1/21 to 6/3/21 16 forms have been turned in incomplete or with wrong information. On 6/01 two allergen forms with missing or incomplete information, 2 cartoner forms with multiple sections not filled in, a carrot Op check form with no allergen information and incorrect lot dates, and two cartoner forms with missing tares and wrong weights recorded. On 06/02 a metal detector CCP form was missing the final check, a tray weight form with missing tare and wrongly added totals, a label form with wrong allergen information and a section not filled out, and a catoner form with a changeover section that had multiple areas not filled out and incorrect code date information. On 06/03 a weight form missing initials and totals, a line restart form missing changeover information, 2 label forms with no allergen information, a cartoner form with no initials and a cartoner form with the incorrect label for the product running.

Plan for Improvement:

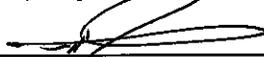
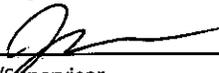
All paperwork will have to be given to a senior QA tech for review before being turned in. They will help Aala to identify and address any paperwork issues right away and allow her to make timely corrections to her workflow.

Consequences of Further Infractions:

On 5/19/21 a documented training session was held regarding paperwork issues. Further failure to complete required paperwork will result in a written warning. If this is not an issue that is resolved, final action will be transfer to production.

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 06/04/21
 Manager/Supervisor  Date 6-4-21

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