



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 6/15/2021
 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)

On 06/07/21 the slicing room finished at 10:00pm. Aala went out to do a final CCP water check. She did not perform this check, but instead she documented that she had along with putting PPM results on the CCP form without actually testing to achieve those results. The next day, when asked about a related issue but not specifically about the CCP check, she asserted that she had performed the 10:00pm check. On 06/16 the doc reviewer found a cartoner form of Aala's from the previous day that was not filled out for the time period of 3:45pm to 5:20pm. Later Aala turned that same form in with 6 full cartoner checks filled out.

Plan for Improvement:

Meeting with Supervisor to reinforce the important of accurate documentation, how to document missed checks and the critical nature of the CCP system and the consequences for faking checks or rewriting documents.

Consequences of Further Infractions:

On 05/19/21 a documented training session was held regarding paperwork issues. On 06/04/21 a documented verbal warning was issued for failure to complete paperwork before turning it in. Any further failure to follow policy will result in a transfer back 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

06-16-21

Manager/Supervisor

Date

06-16-21

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

Date