



# Reichel Foods, Inc.

## Employee Warning Notice

### Employee Information

Date: 10/3/2018  
 Employee Name: Asma Hashi  
 Job Title: 2nd Shift MV2 Production  
 Manager/Supervisor: Sam Chea

### 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)

Sept. 27, 2018 towards the end of the shift, Asma Hashi was chewing gum on the production line. She was asked to remove the gum. There have been multiple GMP Violations in the past. The GMP's were discussed with her when she started working here and she has been coached and reminded many times about GMP's on a daily basis.

Plan for Improvement:

No repeating GMP violations, follow and read the GMP Policy of Reichel foods, this needs to be improved immediately!

Consequences of Further Infractions:

There will be a final Warning if this continues to occur and not limited to suspension or 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.

Asma \_\_\_\_\_ Date 10/3/18  
 Employee Signature

[Signature] \_\_\_\_\_ Date 10/3/18  
 Manager/Supervisor

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