



Reichel Foods, Inc. Employee Warning Notice

Handwritten initials and date: DMG 2-5-14

Employee Information

Date: 2-5-14
Employee Name: Armand Ntanta
Job Title: Sanitation
Manager/Supervisor: Darryl Ray Carter Jr

Type of Warning

- Verbal Warning []
Written Warning [X]
Final Warning []

Type of Offense

- Tardiness/Leaving Early []
Absenteeism []
Violation of Company Policies []
Substandard Work [X]
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 2-5-14 Armand was told to put the plates back on the nut machine. when it was time to test on it we had two plates loose and both were bent we then stop the machine I told Armand to make sure all plates are turning good before he left. I said Armand if all the plates were all good he said yes when we came in the next day production had two more plates fall off.

Plan for Improvement: One was bent

Armand will make sure when putting on plates he is checking over his work and making sure all plates are tight down.

Consequences of Further Infractions:

Written warning can lead to final 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.

Armand Ntanta
Employee Signature

02-06-14
Date

Darryl Ray Carter Jr
Manager/Supervisor

02-06-14
Date

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

Date