



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 7/15/2019
 Employee Name: Arleen Ramirez
 Job Title: Quality Assurance Technician
 Manager/Supervisor: Kainoa Gathje

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)
 Has had issues with kitting and code dates. Code date was wrong on the trays without being caught. Also did not put all of the product on hold when we were doing Test & Hold.

Plan for Improvement:
 Retraining

Consequences of Further Infractions:
 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.

Arleen Ramirez
 Employee Signature 07.16.19
 Date

Kainoa Gathje
 Manager/Supervisor 7/16/19
 Date

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