



# Reichel Foods, Inc.

## Employee Warning Notice

### Employee Information

Date: 11/30/2023  
 Employee Name: Ashley Weaver  
 Job Title: QA Tech  
 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 multiple occasions Ashley was seen with fake nails and a nose stud while working in the production area. A warning to the entire QA team was sent out previously by the Technical Services Director about following GMP practices related to piercings and nails. The QA lead asked Ashley to remove both items and the behavior did not change.

Plan for Improvement:

Ashley will follow all GMPs.

Consequences of Further Infractions:

Further instances of GMP violations will result in a final warning and then either reassignment 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.

*Ashley Weaver*  
Employee Signature

11.30.23

Date

*[Signature]*  
Manager/Supervisor

11-30-23

Date

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

Date