



Reichel Foods, Inc.

Employee Warning Notice

SQ0014FO

R: 2

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Employee Information

Date: 04-09-14
 Employee Name: Abdi Sarat
 Job Title: back up mo
 Manager/Supervisor: Henry

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 04/02/14 kenvinand abdi sarat used the old revision of the down time sheet . And on 04/08/14 kevin and abdi sarat don't use the corrected code for the down time .

Plan for Improvement:

we been talk about it before operator have responsible to make sure all the paper work fill out correctly and always double check to make sure everything correct . That need to happen every day all the down time need to record correctly and make sure use the right paper work .

Consequences of Further Infractions:

we will give abdi a verbal warning because of he not review his paper work to make sure use the right paper work and he not fill out the paper work correctly . If that still happening he will be demote from the operator .

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

4-9-14
Date

Manager/Supervisor

04.09.14
Date

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

Date