



Reichel Foods, Inc.

Employee Warning Notice

SQ0014FO

R: 2

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Employee Information

Date: 8/13/2012
Employee Name: Aek Thuanthan
Job Title: Warehouse
Manager/Supervisor: Jay Jansen

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)

Aek, while trying to move a pallet, climbed on the rack to dislodge and pinched his finger. This is a violation of our safety policy.

Plan for Improvement:

Spoke with Aek and explained that we need to take the proper precautions when try to get pallets down. Needs to get the proper people or safety equipment to perform the task.

Consequences of Further Infractions:

Further warnings up to 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.

Employee Signature

Date

Manager/Supervisor

Date

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

Date