



Reichel Foods, Inc.

Employee Warning Notice

SQ0014FO

R: 2

Page 1 of 1

Employee Information

Date: 10/15/2013
Employee Name: Arlene White
Job Title: Rotary Table Operator
Manager/Supervisor: Brittany Tapp

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)

Arlene was reminded more than once and also documented on GMP checklist 10/12/13 for not sanitizing her hands.

Plan for Improvement:

Arlene will sanitize her hands when the buzzer goes off, and if she touches a zone 2 surface and needs to go back to a zone 1 surface.

Consequences of Further Infractions:

If Arlene continues to not follow sanitizing rules she will be given a 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.

Employee Signature

Manager/Supervisor

Date

Date

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

Date

Ms. Arlene White

10/15/13

Brittany Tapp

10/15/13