



Reichel Foods, Inc.
Employee Warning Notice

Employee Information

Date: 9-5-12
Employee Name: Armand Ntantu
Job Title: Sanitation
Manager/Supervisor: Darryl Ben Coakley SR

Type of Warning

Verbal Warning [X]
Written Warning [ ]
Final Warning [ ]

Type of Offense

Tardiness/Leaving Early [ ]
Absenteeism [ ]
Violation of Company Policies [X]
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 9-5-12 ARMAND WALK THRU THE BIG SLIDING DOOR GOING TO MUA ROOM. QA TRIED TO EXPLAIN WHY WE ARE NOT SUPPOSE TO USE THAT DOOR AS AN EXIT OR ENTRANCE BUT ARMAND IGNORED HER AND KEEP WALKING.

Plan for Improvement:

Armand will respect company policies

Consequences of Further Infractions:

An 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.

Armand M Ntantu - 09-06-12
Employee Signature Date
Darryl Ben Coakley SR 9-6-12
Manager/Supervisor Date

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