



# Reichel Foods, Inc.

## Employee Warning Notice

*Handwritten initials*

### Employee Information

Date: 12/19/2017  
Employee Name: Bernard Gaines  
Job Title: Sanitation  
Manager/Supervisor: Anthony Dahlke

### 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 the night of Monday 12/18/2017, Bernard was assigned to be responsible for Sani wiping and bagging the Slicing room and all of the electrical components for the room. Bernard had forgotten to bag the PAA probes before the room started rinsing. The PAA probes are expensive to replace every time there is water damage to them. This is a preventable incident with follow thru on the bagging process and verification. Video investigation of the incident was recorded at 11:18pm just after the start of the cleaning process began.

Plan for Improvement:

Bernard is going to verify his work when assigned to bag the room. A meeting will be held with the room and the lead on the verification of all sensitive equipment being bagged before the start of the rinsing process. Alleviating the responsibility on to the entire room for verifying that the sensitive equipment in their assigned area is bagged before rinsing.

Consequences of Further Infractions:

If further incident is to occur, Bernard will receive a written warning. Also if a further incident is to occur the shared responsibility will also fall on any assigned personnel working near the sensitive equipment not bagged and using water along with the lead who is supposed to verify the bagging process is complete before rinsing in the room.

### 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.

*Bernard Gaines*  
Employee Signature

12-19-17  
Date

*Anthony Dahlke*  
Manager/Supervisor

12-19-17  
Date

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