



~~Reichel~~

Reichel Foods, Inc. Employee Warning Notice

SQ0014FO

R: 2

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Employee Information

Date: 8/28/2012
Employee Name: Blanca Mares
Job Title: QA Technician
Manager/Supervisor: Kendra Adams

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 8/27/12 Blanca was performing the Barcode Audit Verification check. Over the course of 3 checks (9 hours of production) the product cases were mis-labeled with the incorrect EST. # The incorrect labels weren't discovered until doc review was performed the following morning. By this time, 2 loads with affected product were shipped.

Plan for Improvement:
Focus more on QA tasks first.

Consequences of Further Infractions:
Further discipline

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.

Blanca Mares
Employee Signature

08/29/12
Date

K Adams
Manager/Supervisor

8/29/12
Date

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

Date