



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 10/29/2013
Employee Name: Blanca Mares
Job Title: Lead QA tech/ back up Assistant Supervisor
Manager/Supervisor: Jeff Ramaker

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 Tuesday 10/15/13 product (52664) was run from 7:30 pm until 10:30 pm with the incorrect case label. Multiple checks of this operation failed to catch the incorrect labeling.

Plan for Improvement:

make sure all checks are being fully implemented. Check even more often than required as time permits

Consequences of Further Infractions:

final warning and suspensions

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

10-30-13

Date

Jeff Ramaker
Manager/Supervisor

10/30/13

Date

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

Date