



Reichel Foods, Inc.
Employee Warning Notice

Employee Information

Date: 05/17/12
Employee Name: Bounlai Douangmichit
Job Title: Office &
Manager/Supervisor: Bunthay Douk

Type of Warning

Verbal Warning []
Written Warning [X]
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)

5/17/12 7:30pm QA caught Bounlai Douangmichit took 7 trays of Armour and had it a bag in the breakroom.

Plan for Improvement:

Consequences of Further Infractions:

Suspension, on last chance. Will bet go if it happens again

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 [Signature]

Date 5-17-12

Manager/Supervisor [Signature]

Date 5/17/12

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

Date