



Reichel Foods, Inc.

Employee Warning Notice

SQ0014FO

R: 2

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Employee Information

Date: 10/12/2013
Employee Name: Brandon Hvamstad
Job Title: raw product room
Manager/Supervisor: Cameron Johnston

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)

Brandon Needs to come to work prepared to work, this is the 2nd time in a month he has had to go home because he is feeling ill. All Raw product room employees were aware of the fact we were working today & tomorrow. He is also aware of the fact that we are staffed to exact people needed so when more then one person is gone it kills are efficiency. (I am aware of the fact that are staffing situation is not Brandons problem or responsibility)

Plan for Improvement:

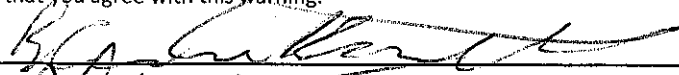
Brandon needs to grow up a little bit and learn when to call it a night rather than push his own limits, weather he is hung over or actually feeling sick(both have happened in the last 90days or so..) he is a good employee when he shows up fresh & ready to work i would hate to lose him to irresponsible behavior outside of the work place

Consequences of Further Infractions:

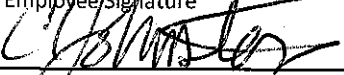
Final warning leading to possible termination

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

10/14/13
Date


Manager/Supervisor

10-14-13
Date

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

Date