



Reichel Foods, Inc.
Employee Warning Notice

Employee Information

Date: 9-5-12
Employee Name: Bryan Sandmeyer
Job Title: Sanitation
Manager/Supervisor: Darrell Ray Cady SR

Type of Warning

- Verbal Warning [checked]
Written Warning []
Final Warning []

Type of Offense

- Tardiness/Leaving Early []
Absenteeism []
Violation of Company Policies []
Substandard Work [checked]
Violation of Safety Rules []
Rudeness to Customers/Coworkers []
Other []

Details

Description of Incident (Describe incident and list the date, time, and any witnesses present)

Bryan task on 9-4-12 was to put depositors back together. When 1st shift started up there were 6 orings missing which 1 shift had to stop and fix

Plan for Improvement:

Consequences of Further Infractions:

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: 9-6-12
Manager/Supervisor: [Signature] Date: 9-6-12

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