



Reichel Foods, Inc.

Employee Warning Notice

SQ0014FO

R: 2

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Employee Information

Date: 9-5-12

Employee Name: Bryan Sandmeyer

Job Title: Sanitation

Manager/Supervisor: Darrell Ray Cady SR

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)

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

Date

9-6-12

Manager/Supervisor

Date

9-6-12

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

Date