



# Reichel Foods, Inc.

## Employee Warning Notice

SQ0014FO

R: 2

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*NMS 9-25-14*

### Employee Information

Date: 9/24/2014  
 Employee Name: Cynthia Maldonado  
 Job Title: Orics 6 pack-off  
 Manager/Supervisor: Brittany Laber

### 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 9/22/14 and separate other occasions there were witnesses reported Cynthia arguing with them, throwing , product and bossing people around. Cynthia has been spoken to on several occasions namely 9/24/14 on her work performance. She has been warned to not horse-play around, pick up her pace at work, and express frustration to her supervisor, not other workers.

#### Plan for Improvement:

Cynthia will perform the duties of her job, and improve her work performance. This means not directing other employees, arguing with them, or throwing product in frustration. She also will not argue with the GMP monitor or her supervisors.

#### Consequences of Further Infractions:

Written, final, or termination of employment will result if the plan for improvement is not followed.

### 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.

*Cynthia Maldonado* \_\_\_\_\_ Date 09/25/14  
 Employee Signature  
*Brittany Laber* \_\_\_\_\_ Date 09/25/14  
 Manager/Supervisor  
 \_\_\_\_\_ Date 09/25/14  
 Witness Signature (if employee understands warning but refuses to sign)