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Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 2/25/2022
Employee Name: Channa Mak
Job Title: QA Tech
Manager/Supervisor: James Littlefield

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 2/21/22 Channa did not fully perform the label verification procedure. She did not verify the voice code on the label against the verification program on the computer. This led her to miss that a label had incorrect information and resulted in 5 pallets of rework that had to be hand relabeled.

Plan for Improvement:

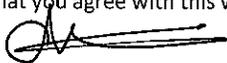
Individual discussion about the issue and the resulting cost to the company was held with Channa. She was also part of group training on the issue.

Consequences of Further Infractions:

Escalating consequences, ultimately ending in reassignment to a less critical position.

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.

 _____ Date 02-25-22

 _____ Date 2-25-22

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