



Reichel Foods, Inc. Employee Warning Notice

SQ0014FO

R: 2

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Employee Information

Date: 1/21/2014
Employee Name: Chaw Shine
Job Title: OP Check
Manager/Supervisor: Brittany Tapp

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)

During the gas check at 1:27 p.m. there was high oxygen for apple and caramel product. The recheck on this was not acceptable. The machine continued to run out of spec through the next check at 2:00 p.m. and until supervisor discovered the high gas, isolated the product to be placed on hold. Per corrective action for a gas check out of spec, the machine should be stopped and maintenance notified immediately. This procedure was not followed.

Plan for Improvement:

Follow all corrective actions and insure that the gas in the trays is within spec.

Consequences of Further Infractions:

Repeat of incident will result in a written warning, or for a more serious infraction, 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

Chaw Shine

Date

01-21-14

Manager/Supervisor

Brittany Tapp

Date

1-21-14

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

Date