



*Amey*  
*3-24-15*

# Reichel Foods, Inc.

## Employee Warning Notice

SQ0014FO

R: 2

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### Employee Information

Date: 3/23/2015  
Employee Name: Christian Fernandez  
Job Title: Production Employee  
Manager/Supervisor: Bunthy Douk

### 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)

03/20/15 @ 1:33pm Christian Fernandez was spotted on camera opening the door with his Key for an employee (Omar Sanchez) who used to be an Machine Operator on 1st Shift.

#### Plan for Improvement:

Have everyone used their own badges and any visitors, need to sign in

#### Consequences of Further Infractions:

Written Up or Suspension

### 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

*3/24/15*

Manager/Supervisor

Date

*3/24/15*

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

Date