



Reichel Foods, Inc. Employee Warning Notice

DISCIPLINED

Employee Information

Date: 5/16/2013
Employee Name: Cing *Khok*
Job Title: Production
Manager/Supervisor: Kyle Peterson/Isabel Martinez

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 Thursday morning at the first break a group of employees were all taking a long break.

Plan for Improvement:

The first break is 25 minutes and everyone needs to make sure that is all they are taking

Consequences of Further Infractions:

Progressive disciplinary action will result from 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.

Cing
Employee Signature _____ Date 5/16/13
[Signature]
Manager/Supervisor _____ Date 5/16/13

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