



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 8/28/2012
 Employee Name: clemente Abreu
 Job Title: line lead
 Manager/Supervisor: Jeff Ramaker

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)

8/27/12 product was run on 2nd shift with the wrong EST# on the case label. Clemente is responsible to check paperwork to insure that it is correct

Plan for Improvement:

Be more thorough and diligent with your checks. It needs to be 100% correct

Consequences of Further Infractions:

Written warning and/ 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.

Clemente A.

8-28-12

Employee Signature

Date

Jeff Ramaker

8/28/12

Manager/Supervisor

Date

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

Date