



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 8/27/2012
Employee Name: Crystale Veal
Job Title: QA Technician
Manager/Supervisor: Kendra Adams

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)

Crystale has been performing at levels of which do not meet my expectations. I have discussed these issues on more than one occasion. At the end of July, Crystale and I had a conversation regarding accuracy of her work. I explained to her the importance of doing a thorough job and focusing on the task at hand in order to minimize mistakes. On 8/21/12, Crystale missed Corrective Action for deficiencies on a CCP more than once. On 8/25/12, Crystale was responsible for taking over a check and didn't, missing 2 monitoring checks for a CCP. Crystale worked unapproved hours from 10 am - 1 pm on 8/22/12.

Plan for Improvement:

Taking more time on my responsibilities and being more focuses on my responsibilities and asking questions to other QA's if I don't understand

Consequences of Further Infractions:

Further infractions will result in the loss of QA job responsibilities.

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

Manager/Supervisor

Date

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

Date

Crystale Veal

08/27/12

K Adams

8/27/12