



# Reichel Foods, Inc. Employee Warning Notice

### Employee Information

Date: 2/25/2022  
Employee Name: Dalinna Kheng  
Job Title: QA Tech  
Manager/Supervisor: James Littlefield

### 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 2/21/22 Dalinna filled out the label verification form for a case label with false information. She wrote that the code from the voice code verification website was a certain result without actually checking it. This led to her missing that case labels had incorrect information. The result was 5 pallets of rework that had to be hand relabeled.

#### Plan for Improvement:

Individual discussion about the issue and the resulting cost to the company was held with Channa. She was also part of group training on the issue.

#### Consequences of Further Infractions:

Escalating consequences, ultimately ending in reassignment to a less critical position.

### 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.

Kheng Dalinna \_\_\_\_\_ Date 02 25 22  
Employee Signature

[Signature] \_\_\_\_\_ Date 2-25-22  
Manager/Supervisor

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