



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 1/7/2015
Employee Name: Donatien Mwanza
Job Title: Orics 6 pack off
Manager/Supervisor: Brittany Laber

Type of Warning

Verbal Warning
Written Warning *ok.*
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 1/7/15 @ 6:20 a.m. the QA noticed the code date for the celery PB product was not correct. The production line was started with out a supervisor and QA verification completed. The proper code date wasn't loaded in the Videojet by failure to press the F4 button. This resulted in 88 cases of product that has to be donated. This is not the first incident of this occurrence.

Plan for Improvement:

The production line won't start until the QA and supervisor have verified the code date on the products.

Consequences of Further Infractions:

Failure to follow this plan of improvement will result in further disciplinary action.

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

*1-08-15
DMS*

R-08-15

1-8-15