



Reichel Foods, Inc.

Employee Warning Notice

SQ0014FO

R: 2

Page 1 of 1

Employee Information

Date: 5/11/2016
Employee Name: Cristian Mejia
Job Title: Slicing Room
Manager/Supervisor: Sotha Oul

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 05/11/2016 at around 1:45 pm Cristian was not soaking the apples for the 2nd PA soak long enough (less than 30 seconds). The correct way to soak apples in the 2nd PA step is 2 mins. The offense was observed on camera by Mike S and continues to happen for over 20 minutes.

Plan for Improvement:

Make sure 2nd PA soak is at least 2 min. before removing from tub, anything less than that is not acceptable. It is very important that this critical control point is followed each time.

Consequences of Further Infractions:

If this continues to happen, there will be a written warning for this offense and further disciplinary action will happen including loss of wages due to suspension or loss of employment depending on the severity of the future offense.

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.

Cristian Mejia
Employee Signature

05/11/16

Date

Sotha Oul
Manager/Supervisor

05/11/16

Date

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

Date

Mike S
5-12-16