



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 09.21.17
 Employee Name: Asma Hasi
 Job Title: MV2 Production Cartonor
 Manager/Supervisor: Sam Chea

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)

At 6:43 PM Today the GMP Monitor in the room (Ojaa) saw what appears to be chewing of gum or candy from Asma Hasi while working on the line. She was spoken to about candy and chewing gum on her last review (-90 days) and reminded and spoken to by me (Sam Chea) about chewing gum or candy 2 days ago. After speaking with her, she did admit to chewing gum on the line.

Plan for Improvement:

Follow Company Policy for candy or chewing gum

Consequences of Further Infractions:

further infractions will result in a written warning and then a final warning after which will result in assignment end.

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.

Asma Hasi _____ 9/21/17
 Employee Signature Date

[Signature] _____ 9/21/17
 Manager/Supervisor Date

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