



Reichel Foods, Inc.

Employee Warning Notice

SQ0014FO

R: 2

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Employee Information

Date: 11/7/2014
Employee Name: Janethan Khongsavahn
Job Title: QA Technician
Manager/Supervisor: Luz Pizano

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 Sunday, 11/2/14 Jane placed caramel Dip on HOLD (see HOLD 8419). On 11/3/14 she released it, when asked by a Warehouse employee, no questions asked. This example of substandard work is unacceptable, and certainly not expected from Quality Assurance Personnel. This could have been much worse, potentially leading to a recall situation.

Plan for Improvement:

Jane has agreed to be diligent and attentive when it come to her QA duties in specific to HOLD. She has also agreed to make sure not to leave without communicating any issues regarding HOLDS to whoever is going relieve her.

Consequences of Further Infractions:

Further infractions will result in a written warning and/or termination of employment in the QA department.

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

11/07/14
Date

Manager/Supervisor

Date

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

Date