



# Reichel Foods, Inc.

## Employee Warning Notice

SQ0014FO

R: 2

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### Employee Information

Date: 10/14/2016  
 Employee Name: Dara Meas  
 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 10/12/16, Dara accidentally mixed up paperwork for Apple/Cheddar and Pro2snax Apple/Cheddar Cheese/Cranberries/Cashew and used the one form, for the opposite product. No issues on first shift due to this; but it caused lightweights on 2nd shift to go unnoticed. Causing rework.

Plan for Improvement:

Dara will double check that he is using the correct paperwork at all times, in order to prevent any rework.

Consequences of Further Infractions:

Any mistakes that result in rework due to being inattentive will result in disciplinary action, including, but not limited to termination of employment.

### 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.

*Dara Meas*  
 Employee Signature

10/14/16

Date

*Luz Pizano*  
 Manager/Supervisor

10/14/16

Date

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

Date