



Reichel Foods, Inc. Employee Warning Notice

SQ0014FO

R: 2

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Employee Information

Date: 10-19-11
Employee Name: Adhalla Alaso
Job Title: Line production
Manager/Supervisor: Henson

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)

she sit on the ladder the one that PP always step on it in production area during the time stop. that can cross contamination the clean smooth and pass it to product. and she talk bad word to other coworkers too.

Plan for Improvement:

Consequences of Further Infractions:

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

Adhalla Alaso

Date

Manager/Supervisor

Henson

Date

10-19-11

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

Date