



Reichel Foods, Inc.
Employee Warning Notice

SQ0014FO
R: 2
Page 1 of 1

Employee Information

Date: 1-13-17
Employee Name: DONATION MWANZE
Job Title: PACK OFF AREA
Manager/Supervisor: RICK NELSON

Type of Warning

Verbal Warning [checked]
Written Warning [ ]
Final Warning [ ]

Type of Offense

Tardiness/Leaving Early [ ]
Absenteeism [ ]
Violation of Company Policies [ ]
Substandard Work [checked]
Violation of Safety Rules [ ]
Rudeness to Customers/Coworkers [ ]
Other [ ]

Details

Description of Incident (Describe incident and list the date, time, and any witnesses present)

PRODUCT PRODUCED AND PACKAGED IN SUBSTANDARD QUALITY
MISSING BACKCARDS, BLANK BACKCARDS, MISSING CASE LABELS,
11 TRAYS IN A BOX.

Plan for Improvement:

SPECIAL ATTENTION NEEDS TO TAKE PLACE WHEN BACK CARDS ARE RUN.
ALONG W/ STAYING FOCUSED TO JOB AT HAND TO PREVENT MISSING CASE
LABELS. ROTATE SHIPPERS TO VISUALLY CHECK FOR MISSING CASE LABELS.

Consequences of Further Infractions:

WRITTEN WARNING

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.

DONATION - M [Signature] 1-13-17
Employee Signature Date
Rick Nelson 1-13-17
Manager/Supervisor Date

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