



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 10/29/2024
Employee Name: Dung Trieu
Job Title: QA Tech
Manager/Supervisor: James Littlefield

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 10/21 Dung double kitted a pallet of 240 cases. Later that day she kitted two pallets with incorrect code dates. On 10/22 she kitted a pallet with an incorrect code date. On 10/23 she kitted a pallet of 200 cases when it was 157 cases. On 10/23 she was seen leaving the MV2 room and then returning and not properly washing her hands before returning to work in the room. On 10/24 she recorded a lightweight tray for grape product but did not perform rechecks or notify management.

Plan for Improvement:
Slow down and be more careful during her job tasks. Ask for help if she gets behind. Follow all GMPs.

Consequences of Further Infractions:
Further infractions will result in escalating warnings and actions.

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.

Dung Trieu
Employee Signature 10-29-24
Date

James Littlefield
Manager/Supervisor 10-29-24
Date

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