



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 4/25/2017
Employee Name: Dwanyen Vaye
Job Title: Production
Manager/Supervisor: Bunthy Douk

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)
4/25/2017, Supervisor went to go check up in the DOCK around 9:30-9:40am and saw Dwanyen Vaye sitting on the floor behind trays of totes.

Plan for Improvement:
Keeping the area clean and busy working

Consequences of Further Infractions:
Move to another position or terminated

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: *Dwanyen Vaye* Date: 4/25/17
Manager/Supervisor: *[Signature]* Date: 4/25/17
Witness Signature (if employee understands warning but refuses to sign) Date:

*OKMS
4-25-17*