



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 5/19/2018
 Employee Name: Fuad Ali
 Job Title: Production/Slicing Room
 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)

05/18/18 1:40pm, Fuad Ali was not transferring trays in FIFO, there were two racks of apples older than the ones come out from the machine. He gave the newer trays out of FIFO.

Plan for Improvement:

Retrain and warning

Consequences of Further Infractions:

Suspension or end of assignment

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

Date 5/19/18

Manager/Supervisor

Date 5/19/18

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

Date