



Reichel Foods, Inc.
Employee Warning Notice

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Employee Information

Date: 12/17/2018
Employee Name: Feyera Chere
Job Title: Production
Manager/Supervisor: Chamrong Ouk

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)

Feyera was driving forklift without seatbelt on

Plan for Improvement:

Need to have seatbelt on every time driving forklift

Consequences of Further Infractions:

if next time he is caught driving without seatbelt on he will face with final warning or he cant drive anymore

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

12/17/18

Manager/Supervisor

Date

12/18/18

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

Date