



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 9-26-12
Employee Name: Fred Moore
Job Title: Sanitation
Manager/Supervisor: Darrell Ray Center SR

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)

Fred was done with his shift, he went upstairs to change out his equipment, when he proceeded downstairs Fred had no hair net, no beard net, and no plastic boots on not obeying Company policies

Plan for Improvement:

Fred will double check his company policies and his work from now on

Consequences of Further Infractions:

This IS Fred Final warning any more violation will result in Termination

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

9-26-12

Manager/Supervisor

Date

9-26-12

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

Date