



# Reichel Foods, Inc.

## Employee Warning Notice

SQ0014FO

R: 2

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### Employee Information

Date: 2/7/2014  
Employee Name: Gutama Jarso  
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)

02/07/14 GMP Monitor saw Gutama Jarso was drinking water and then spits into the sink in the Production Room. This is unacceptable and GMP violation.

Plan for Improvement:

Drink and spits in the Breakroom

Consequences of Further Infractions:

Written up or suspension will be given next time it happens

### 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

02/07/2014

Manager/Supervisor

Date

2/7/14

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

Date