



Reichel Foods, Inc. Employee Warning Notice

SQ0014FO

R: 2

SCANNED

2/28/14

Employee Information

Date: 02/20/14
Employee Name: Gisma Tegri
Job Title: Production
Manager/Supervisor: Heng Sorak

Type of Warning

Verbal Warning [checked]
Written Warning
Final Warning

Type of Offense

Tardiness/Leaving Early
Absenteeism
Violation of Company Policies [checked]
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)
at 4:20pm gisma said she going to restroom but she go buy something to drink and place it in the frigerator that grab something ( water ) from the lunch box then she put it back and went to the restroom then talking on the phone . It is unacceptable for any one using the phone during the production time

Plan for Improvement:
no one are allow to using phone during the production time . if you need to use it make sure you do on the break time or before shift start or get approved by the supervisor

Consequences of Further Infractions:
if that still happening you will gett written up , 3 time will 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.

Gisma Tegri
Employee Signature Date 02-27-14

[Signature]
Manager/Supervisor Date 02-27-14

[Signature]
Witness Signature (if employee understands warning but refuses to sign) Date 02/27/14