



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 6/23/2014
Employee Name: Gabriel Torres
Job Title: Warehouse
Manager/Supervisor: Benn Grenz

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

On Wednesday 06/18 it was noticed that Gabe was leaving for lunch. I stopped over to the plant and let him know that if he has to leave for any reason he needs to let his supervisors know. The next day Gabe left for lunch and did not let anyone know and failed to clock out.

Plan for Improvement:
Gabriel will let his supervisors know anytime he has to leave the building and why he needs to go every time. He also needs to punch out when leaving the premises.

Consequences of Further Infractions:
If Gabriel fails to inform his supervisors or punch out he will receive further corrective actions, possible suspension and up to assignment end.

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

Manager/Supervisor

6/25/14
Date
6/26/14
Date

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