



Reichel Foods, Inc.

Employee Warning Notice

SQ0014FO

R: 2

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Employee Information

Date:
Employee Name:
Job Title:
Manager/Supervisor:

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)

On Friday 5/11, Gabe had marked a pallet of product bound for our DC with the wrong Use by Date. The pallet was marked 5/27, however, was really 5/22. These were subsequently discovered by the DC and returned to the plant. The incident was reported by Use by Date. The incident was reported by Use by Date. The incident was reported by Use by Date.

Plan for Improvement:

Spoke with Gabe in reference to this situation. He understood the mistake and assured me he would be more diligent in marking the pallets. I asked if the procedure was clear and if he needed any additional training. Gabe said he did not need any additional training.

Consequences of Further Infractions:

Further warnings. If this behavior is not corrected, could 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

Manager/Supervisor

5-25-12

Date

5/25/12

Date

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

Date