



# Reichel Foods, Inc. Employee Warning Notice

SQ0014FO

R: 2

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### Employee Information

Date: 12-05-12  
 Employee Name: Gai Nguyen  
 Job Title: Lead Production  
 Manager/Supervisor: Isabel Martinez

### 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 Locker with lock

### Details

Description of Incident (Describe incident and list the date, time, and any witnesses present)  
 for leaving their belongings in the lockers with lock.

Plan for Improvement:  
 USE locker during the shift for personal belongings.  
 Then at the end of shift need to remove lock. So someone from  
 2nd shift be able to use the locker.

Consequences of Further Infractions:  
 We be a written warning

### 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: *Gai Nguyen* Date: 12-5-12  
 Manager/Supervisor: *Isabel Martinez* Date: 12-5-12

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