



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 3/17/2016
Employee Name: Gerson Lasala
Job Title: Back-Up Machine Operator
Manager/Supervisor: Bunthy Douk/ Isabel Garcia

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)

03/14/16, 12:00pm, Rotary finished product werent sealed in the Middle of the tray. Back-Up Machine Operator brought in the 3 cell head and didn't noticed he had the wrong one. BU MO didn't inspect the sealed trays afterward.

Plan for Improvement:

MO has been retrained to inspect the trays throughout the day and to insure if the backup brings in the head, the MO needs to double check if it's the correct head

Consequences of Further Infractions:

Suspension/ End of Assignment

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

3-17-16

Manager/Supervisor

Date

3/17/16

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

Date