



# Reichel Foods, Inc.

## Employee Warning Notice

SQ0014FO

R: 2

Page 1 of 1

### Employee Information

Date: 5/16/2013  
Employee Name: Guadalupe Rojas  
Job Title: Production  
Manager/Supervisor: Kyle Peterson/Isabel Martinez

**SCANNED**

### 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 Thursday morning at the first break a group of employees were all taking a long break.

Plan for Improvement:

The first break is 25 minutes and everyone needs to make sure that is all they are taking

Consequences of Further Infractions:

Progressive disciplinary action will result from further infractions.

### 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.

*Guadalupe Rojas*  
Employee Signature

Date

*[Signature]*  
Manager/Supervisor

Date

5/16/13

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

Date