



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 5/25/2018
Employee Name: Haris Mehadzic
Job Title: Quality Assurance Technician
Manager/Supervisor: Kainoa Gathje

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)
Over the past week the employee has made repeated paperwork mistakes. This includes filling out papers with the wrong information and leaving areas blank as well. These mistakes have been on normal QA paperwork and on CCP paperwork.

Plan for Improvement:
Retraining

Consequences of Further Infractions:
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.

Haris Mehadzic _____ 5-29-18
Employee Signature Date

Kainoa Gathje _____ 5-29-18
Manager/Supervisor Date

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