



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 7/9/2018
 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)

Multitude of paperwork mistakes including leaving parts completely blank and copying wrong information that leads me to believe the checks aren't even being done. Employee has been written up for this before and talked to multiple times. These mistakes have been made on normal quality checks and CCP checks.

Plan for Improvement:

Employee needs to double check paperwork at the end of the night to make sure it is filled out correctly. Examples of the correct way to fill out paperwork have also been made. Employee will review these.

Consequences of Further Infractions:

Final 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 _____ Date 07-9-18

Employee Signature _____ Date _____
Kainoa Gathje _____ Date 7/9/18
 Manager/Supervisor _____ Date _____

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