



# Reichel Foods, Inc. Employee Warning Notice

### Employee Information

Date: 9/6/2018  
 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:

Last and final warning. Further incidence will result in removal from the QA department or termination.

### 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: *Haris M* Date: 09/06/18

Manager/Supervisor: *Kainoa Gathje* Date: 09/06/18

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