



Reichel Foods, Inc. Employee Warning Notice

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Employee Information

Date: 2/20/13
Employee Name: Hoep yem
Job Title: RAW Product Room
Manager/Supervisor: Rob

Type of Warning

- Verbal Warning []
Written Warning [x]
Final Warning []

Type of Offense

- Tardiness/Leaving Early []
Absenteeism []
Violation of Company Policies [x]
Substandard Work []
Violation of Safety Rules [x]
Rudeness to Customers/Coworkers []
Other []

Details

Description of Incident (Describe incident and list the date, time, and any witnesses present)

Today I (Cameron) watched Hoep put his Foot on top of the ppe table to Adjust his yellow boots & white pants. I stopped him asked him to step out so we could sanitize & explain to him why not to do that, then he touched his sneek so I had him change it. Also he handled tools without washing his hands after & left them on the slicer.

Plan for Improvement:

Need to keep all staff up to date & informed on all Gmps, policies & procedures.

Consequences of Further Infractions:

Final WARNING / 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: Hoep-yem Date: 2-20-13
Manager/Supervisor: [Signature] Date: 02-20-13
Witness Signature: [Signature] Date: 2/20/13