



# Reichel Foods, Inc.

## Employee Warning Notice

SQ0014FO

R: 2

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### Employee Information

Date: 12/3/2014  
Employee Name: Hoes Yem  
Job Title: slicing room  
Manager/Supervisor: somark heng

### 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 12/02/14 around 9.30pm when the orics 6 line on break every one in the slicing room not busy because only one line running. Hoes he do the room sanitor in slicing room he not suppose to touch anything beside the squeegee but he not do the sanitor offen he kinda use to be a regular production guy so he accidanly put his hand on the empty tube. every one saw that and yell to him he not suppose to touch any thing because you are sanitation guy. and he apologize from wagt he done he said because he forgot the position he on.

#### Plan for Improvement:

he seem to forget a lot we should put him where he can succeed. I don't thing sanitation is the right spot for him. But if you have to do the room sanitor you need to be aware all the time that you not suppose to touch any thing.

#### Consequences of Further Infractions:

you need to stay focus on what you doing. If next time still happen we need to move you to some where else that have GMP require.

### 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.

*Hoes Yem*

12/04/14

Employee Signature

Date

somark heng

12/04/14

Manager/Supervisor

Date

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

Date