



Reichel Foods, Inc.
Employee Warning Notice

Date: 08/23/12
Employee Name: Hoos Yem
Job Title: Tumbler
Manager/Supervisor: Buntin D.

Verbal Warning [X]
Written Warning [ ]
Final Warning [ ]

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

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

08/23/12 3:00pm
Hoos Yem dropped carrots on the floor. He tried to scoop it up to throw it away, but he was caught by QA (Soun Sam). She told him that it is Sanitation responsibility.
Plan for Improvement: I, Buntin D., spoke w/ him to let him know, next time to notify Sanitation in the room.
Consequences of Further Infractions: Next time, if it happens, will get written 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: Hoos Yem, Date: 08/23/12
Manager/Supervisor: [Signature], Date: 08/23/12
Witness Signature: [Signature], Date: 08/23/12