



Reichel Foods, Inc. Employee Warning Notice

SQ0014FO

R: 2

Page 1 of 1

Employee Information

Date: 5/6/2014
Employee Name: Isaac Ontweka
Job Title: Assistant Supervisor
Manager/Supervisor: Jeff Ramaker

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)
Code date should have read Oct202014 and actually read Oct202104 and was repeatedly missed on hourly checks. 5/6/2014 at 6:00 AM and was discovered around 9:45 AM. Witnessed by Keangchhay Vong, Eng Mawl, and Janet Hernandez

Plan for Improvement:
make sure we are reading what we are looking at. Do not become complacent and assume it is correct because someone else has checked it already

Consequences of Further Infractions:
written warning or suspension

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
Jeff Ramaker
Manager/Supervisor

Date
5/6/14

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

Date