



Reichel Foods, Inc.

Employee Warning Notice

SQ0014FO

R: 2

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Employee Information

Date: 12/2/2013
Employee Name: Joannette Escobar
Job Title: Hormel Warehouse
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)

Joannette has received previous coaching for incidents on 10/4 (Joannette received a load of crackers with the incorrect item number) and on 11/21 (Joannette received 20 pallets of crackers with the incorrect lot number). On 11/29 Joannette received in 22 pallets of 5 oz salami with the incorrect lot number.

Plan for Improvement:

double check all information before proceeding with the receiving operation

Consequences of Further Infractions:

suspension or move to production line.

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.

Joannette Escobar
Employee Signature

12/2/13
Date

Jeff Ramaker
Manager/Supervisor

12/2/13
Date

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

Date