



Reichel Foods, Inc.

Employee Warning Notice

SQ0014FO

R: 2

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Employee Information

Date: 7/2/2014
 Employee Name: Jane Khongsavanh
 Job Title: QA Tech
 Manager/Supervisor: Luz Pizano

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)

Jane has been using her cell phone in the QA office during her work hours. Specifically on 7/2/14 around 7:20am.

Plan for Improvement:

Jane will discontinue this practice effective immediately, she has agreed to discontinue her cell phone use until she is on her break or lunch time. She has been notified that in case of emergency, she can be called to the plant and the call or message will be forwarded to her.

Consequences of Further Infractions:

Failure to comply with company cell phone policy will result in disciplinary action which includes, but not limited to suspension and/or termination of employment.

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

07-02-14

Date

Manager/Supervisor

7/2/14

Date

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

Date