



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 5/23/2018
Employee Name: Janethan Khongsavahn
Job Title: Quality Assurance Tech
Manager/Supervisor: Kainoa Gathje

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)
At 6:15 AM on 5/22/18 employee only uses the wands for the metal detector check and does not put them in the trays. Jane also did not let them be kicked off by the reject mechanism. By doing this we are not verifying a critical control point.

Plan for Improvement:
Retraining

Consequences of Further Infractions:
Written Warning

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.

Janethan Khongsavahn
Employee Signature _____ Date 05/24/18

Kainoa Gathje
Manager/Supervisor _____ Date 5/24/18

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