



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 4/10/2019
 Employee Name: James Littlefield
 Job Title: QA Lead
 Manager/Supervisor: Kainoa Gathje/Kendra Lunt

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)

ON 4/9/19 a chocolate caramel was discovered in a tray of apple/caramel & between 2 conveyor 1 plates. Chocolate caramels were last produced on 2nd shift 4/8/19. This resulted in 20252 trays being thrown away for allergen cross contact due to inadequate sanitation and inspection.

Jim conducted the pre-op inspection on the line 4/9/19 and failed to have the line cycled as indicated on the pre-op inspection form because the sanitation employee he was working with claimed to not know how. One of the Sanitation Supervisors was in the room at the time, with several other members of the team.

Plan for Improvement:

Jim will take initiative to find someone to cycle the line so that a thorough inspection can be completed after sanitation is complete.

Consequences of Further Infractions:

Further infractions will result in progressive discipline.

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 Date 04-11-19

Manager/Supervisor Date 4/11/19

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