



*JWD
9-29-14*

Reichel Foods, Inc. Employee Warning Notice

SQ0014FO

R: 2

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Employee Information

Date: 9/20/2014
Employee Name: Joseph Ombwori
Job Title: Raw Production Room 1st shift
Manager/Supervisor: Cameron Johnston

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)

Today (09.20.14) Joseph skipped the 15min sanitation cycle & continued to work on the already treated celery. Darius was working with him & the previous 2 sanitation cycle alarms he had to remind him to sanitize, then on the last one he reminded him & he just kept working. This is unacceptable & not the first reported incident. Debbie (GMP Monitor) had previously reported the same issues in the slicing room he has been trained & retrained. The alarm works & is more than sufficient for the environment in which its used.

Plan for Improvement:

Joseph needs to follow all GMP's, Policies & Procedures, as well as understand there importance. He should be able to monitor himself and be held accountable, since he was reminded to do so it is even more disapointing that he didn't!

Consequences of Further Infractions:

written warning final written & possible 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

Joseph Ombwori
Cameron Johnston

Date

09/24/2014

Manager/Supervisor

Date

09/24/2014

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

Date