



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 5/15/14
Employee Name: Jose Trevino
Job Title: Production
Manager/Supervisor: Cameron

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)

while typing up the start time meeting notes I could clearly hear Jose use the word "Fuck" 3 times "Shit" twice & "Damn" this is considered unexceptable & needs to stop!

Plan for Improvement:

NOT to use Foul language @ work, lead by example.

Consequences of Further Infractions:

write up, final, suspension/term.

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

05/15/14

Manager/Supervisor

Date

5/15/14

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

Date