



Reichel Foods, Inc. Employee Warning Notice

SCANNED

Employee Information

Date: JACK Maltett 4/29/13
Employee Name: JACK Maltett
Job Title: RAW product room
Manager/Supervisor: Cameron

Type of Warning

- Verbal Warning [checked]
Written Warning [ ]
Final Warning [ ]

Type of Offense

- Tardiness/Leaving Early [ ]
Absenteeism [ ]
Violation of Company Policies [checked]
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)

I witnessed JACK outside of the plant with his goggles. This is a violation of company policies. He needs to stop immediately.

Plan for Improvement:

use a locker & leave PPE (goggles) at work

Consequences of Further Infractions:

more possible write up leading to termination

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.

JM Maltett (Employee Signature)

C. Cameron (Manager/Supervisor Signature)

4/29/13 (Date)

Manager/Supervisor

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

Date