



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 9/26/2013
Employee Name: Janethan Khongsavahn
Job Title: QA Technician
Manager/Supervisor: Kendra Adams

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 9/26/13 Jane was documented using her cell phone from 8:46 AM to 10:30 AM. Her break was around 9 AM. Other than her 30 minute break with the Tumbler room, she was supposed to be in the production area monitoring GMPs. She was explained that it is against company policy to use personal cell phones outside of the employee's designated break time.

Plan for Improvement:
Cell phone will only be used during break time.

Consequences of Further Infractions:
Further infractions will result in a 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.

Employee Signature _____ Date _____
K Adams *9/26/13*
Manager/Supervisor _____ Date _____

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

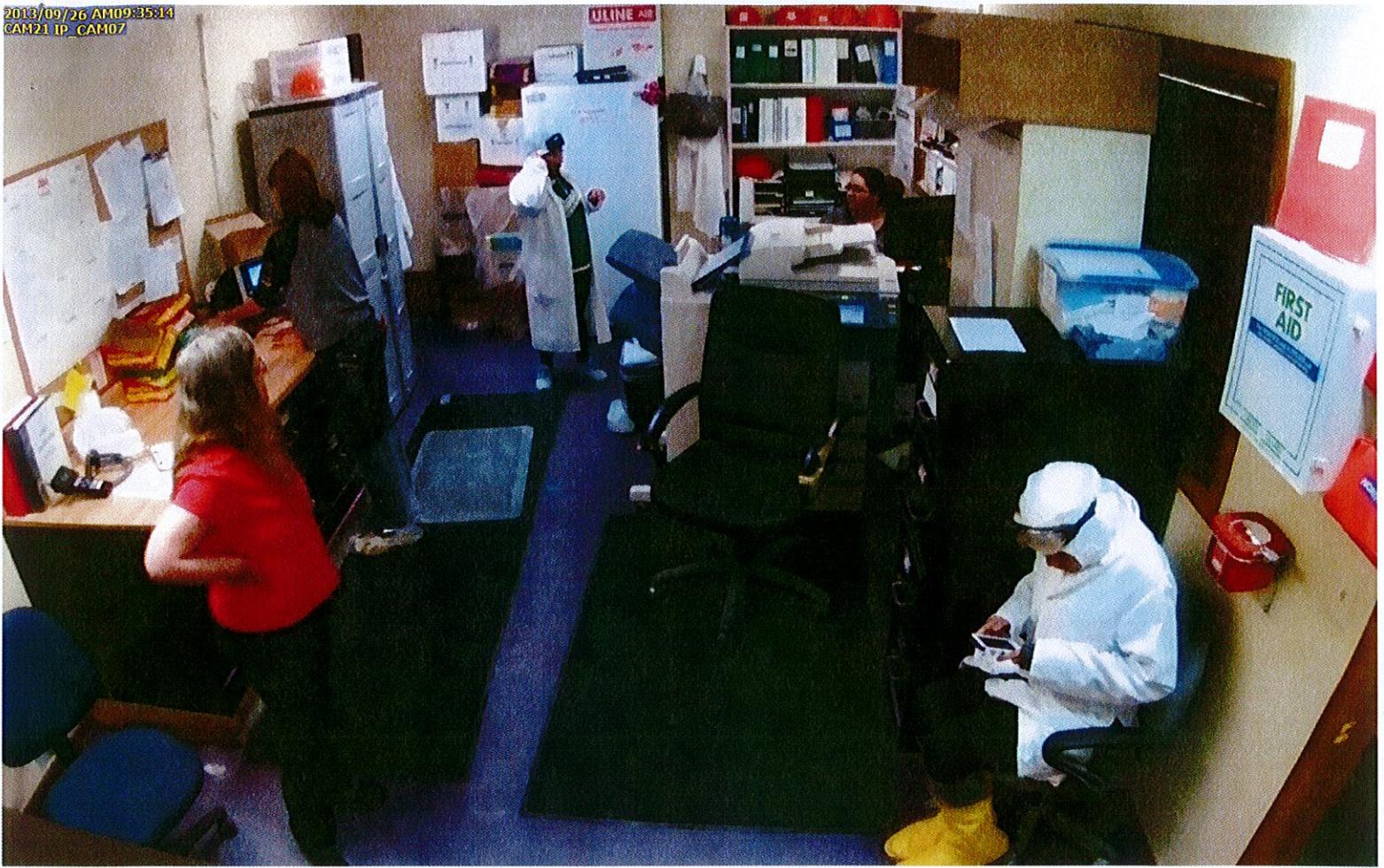
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2013/09/26 AM08:48:10
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2013/09/26 AM09:35:14
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2013/09/26 AM09:34:33
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