



Reichel Foods, Inc.
Employee Warning Notice

Employee Information

Date: 8-11-16
Employee Name: JERRON SAUNDERS
Job Title: APPLE DUMPER
Manager/Supervisor: RICK NELSON

Type of Warning

Verbal Warning []
Written Warning [x]
Final Warning []

Type of Offense

Tardiness/Leaving Early []
Absenteeism []
Violation of Company Policies [x]
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)
TAKING UN-AUTHORIZED BREAK USING TELEPHONE DURING PRODUCTION

Plan for Improvement:
BREAKS TO BE TAKEN W/ THE CREW
NO PHONE CALLS DURING PRODUCTION

Consequences of Further Infractions:
LAST CHANCE 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: [Signature] Date: 8-11-16

Manager/Supervisor: [Signature] Date: 8-11-16

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