



Reichel Foods, Inc.
Employee Warning Notice

Employee Information

Date: 01-29-2014
Employee Name: John Kidd
Job Title: RPR Room Sanitor/Backups
Manager/Supervisor: Cameron Johnston

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 [checked]
Rudeness to Customers/Coworkers [ ]
Other [ ]

Details

Description of Incident (Describe incident and list the date, time, and any witnesses present)
John Kidd was witnessed holding in the safety button (sensor) on the grinder allowing it to run while the lid is open. This is a direct violation of ARE safety rules & company policies, at no time is any employee allowed to by pass any kind of safety equipment!

Plan for Improvement:
John K. needs to follow all policies & procedures, as well as GMPs & safety guide lines. Ask questions, think before acting & use equipment as designed.

Consequences of Further Infractions:
Write up, Final warning, 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.

Employee Signature

[Handwritten signature of John Kidd]

Date

1/29/13

Manager/Supervisor

Date

1/29/13

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

Date



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Employee Warning Notice

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Employee Information

Date: 01-28-2014
Employee Name: John Kidd
Job Title: RPR from Sanitor/Back up
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 [checked]
Violation of Safety Rules [ ]
Rudeness to Customers/Coworkers [ ]
Other [ ]

Details

Description of Incident (Describe incident and list the date, time, and any witnesses present)

JK WAS SEEN USING HIS FOOT TO MOVE THE CARTS OF APPLES OUT & AWAY FROM THE SLICE. THIS IS ONLY A VERBAL WARNING BECAUSE HE WAS DOING THE RIGHT THING, JUST THE WRONG WAY. WHEN MOVING THINGS YOU NEED TO DRAG YOUR FOOT (FEET). HE HAD HIS FEET (FOOT) MORE THAN 10 INCHES ABOVE THE GROUND;

Plan for Improvement: (which can easily lead to contamination) Needs to follow all gmps, policies & procedures, ASK questions when unclear

Consequences of Further Infractions:

WRITTEN WARNING, FINAL WRITTEN & OR TERMINATION

Acknowledgement of Receipt of Warning

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Employee Signature

Date

1/29/2013

Manager/Supervisor

Date

1/29/2013

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

Date