



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 9/30/2022
 Employee Name: Josh See
 Job Title: QA Tech - Hormel Level 1
 Manager/Supervisor: James Littlefield

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 August 17th Josh received a written warning regarding pre-writing checks. On 09/29 the QA supervisor visually confirmed that this behavior had continued, with multiple documents having times, initials and other information written out over an hour in advance. On 9/26/22 the QA supervisor discussed with Josh his behavior of writing over numbers on his paperwork instead of crossing them out and writing next to them. The next three days his paperwork contained the same behavior. Josh has also been noted to rewrite controlled documents, miss checks and write them in later, collect incorrect labels, not fully complete his paperwork and write the wrong response in check items. His lead and trainer have attempted to correct this behavior multiple times while he has worked here, but he has not changed his actions.

Plan for Improvement:

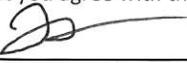
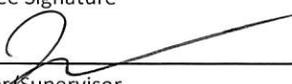
Meeting with the QA supervisor to discuss his actions, a path forward and if he wishes to take a different position at Reichel Foods.

Consequences of Further Infractions:

Continuing refusal to change his behavior and perform his position correctly will result in either reassignment to a different department or 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 _____ Date 09/30/22

 Manager/Supervisor _____ Date 9-30-22

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