



# Reichel Foods, Inc. Employee Warning Notice

### Employee Information

Date: 11/29/2017  
Employee Name: Justin Long  
Job Title: QA Tech  
Manager/Supervisor: Kendra Lunt / Luz Pizano

### 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 11/27/2017, Justin failed to check the Metal Detectors for the Multivac 2 and Rotary Lines at 12:45pm-although it was documented by him, and at 1:30pm for the MV2; totaling 3 CCP Checks. Camera footage was checked and there was no apparent check done by Justin, although he did not say if a check was conducted or not, he is issued this warning due to the severity of this offense.

Plan for Improvement:  
Justin will be more attentive to his checks and ask for assistance if needed.

Consequences of Further Infractions:  
Future offenses will lead to further disciplinary action, but not limited to, termination of employment.

### 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: *Justin Long* Date: 12/01/17  
Manager/Supervisor: *Kendra Lunt* Date: 12/1/2017

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