



AMS
9-9-14

Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 09/08/14
Employee Name: Chanda Prom
Job Title: Production worker
Manager/Supervisor: Hery Sopark

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)
at 10pm chanda was have her hand lean on the garbage by accidance and when the GMP monitor saw that she let her know to change the new ppe but chanda was still lay her hand that touch the garbage than GMP monitor tell her again to change the PPF so she go to change the PPE.

Plan for Improvement:
make sure chanda listen and show respect to the GMP monitor by listen to what they address. And we will need to set the garbage can a little farture so employee not accidanly touching while the production running.

Consequences of Further Infractions:
if that still continue to happen you will get written up.

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.

Chanda Prom
Employee Signature

09-08-14
Date

[Signature]
Manager/Supervisor

09-08-14
Date

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