



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 5/6/2014
Employee Name: Keangchhay Vong
Job Title: Line Lead
Manager/Supervisor: Jeff Ramaker

Type of Warning

Verbal Warning [X]
Written Warning []
Final Warning []

Type of Offense

Tardiness/Leaving Early []
Absenteeism []
Violation of Company Policies []
Substandard Work [X]
Violation of Safety Rules []
Rudeness to Customers/Coworkers []
Other []

Details

Description of Incident (Describe incident and list the date, time, and any witnesses present)
Code date should have read Oct202014 and actually read Oct202104 and was repeatedly missed on hourly checks. 5/6/2014 at 6:00 AM and was discovered around 9:45 AM.
Witnessed by Isaac Ontweka, Eng Mawi, and Janet Hernandez

Plan for Improvement:
make sure we are reading what we are looking at. Do not become complacent and assume it is correct because someone else has checked it already.

Consequences of Further Infractions:
written warning or suspension

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 05/08/2014

Manager/Supervisor [Signature] Date

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