



# Reichel Foods, Inc. Employee Warning Notice

*ahng*

### Employee Information

Date: 8/22/2013  
Employee Name: kevin sin  
Job Title: MO orics 6  
Manager/Supervisor: somark heng

### 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 around 10pm in the production area on the orics 6 machine . The machine still run and kevin reach his hand in the machine try to tight the crew up .

Plan for Improvement:  
we never reaching hand or try to fix something by use your body or limb inside the machine at all . That is serios safety violation . So make sure we follow the safety procedure . Munber one we don't you to get hurt . Number 2 we don't want have any lawsuit for the company

Consequences of Further Infractions:  
if that still happening 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.

Employee Signature *Kevin Sin* Date *08-22-13*

Manager/Supervisor *[Signature]* Date *08 22-13*

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