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8/8/18

Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 8/7/2018
Employee Name: Kimo Bongo
Job Title: Warehouse
Manager/Supervisor: Chamrong Ouk

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 08/06/18 at 10:00pm , Kimo was seen in camera that he was climbing on the top of folklift then pass to the rack to look for something in warehouse cooler, and this is a safety violation .

Plan for Improvement:

Need to follow the safety procedure , or need to get proper trainnig and personal protection equipment.

Consequences of Further Infractions:

if Kimo violate another safety violation he will be suspend or his assignment will end.

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

08/07/18
Date


Manager/Supervisor

08-07-18
Date

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

Date