



Reichel Foods, Inc. Employee Warning Notice

SQ0014FO

R: 2

Page 1 of 1

Employee Information

Date: 3/4/2015
Employee Name: Kuy Fong Chi
Job Title: QA Tech
Manager/Supervisor: 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)

Kendra sent out a very detailed email on Tuesday, March 03, 2015 at 8:24 AM she was very specific on what had to happen during the Canadian run. On 3/4/15, 2nd shift ran 22 pallets that had missing forward slashes on the code date. Kendra spoke to Fong via Phone on 3/5/15 and per their conversation it sounded like she just completely overlooked it because they were "too busy".

Plan for Improvement:

Kuy Fong will do her best to prioritize her Quality checks in order to avoid missing any detail to what is expected of her.

Consequences of Further Infractions:

This is a verbal warning any further infractions will result in, but not limited to a written warning.

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
Kuy Fong Chi
Manager/Supervisor

03-10-15
Date
3/10/15
Date

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

Date