



# Reichel Foods, Inc.

## Employee Warning Notice

SQ0014FO

R: 2

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### Employee Information

Date: 6/30/2014  
Employee Name: Lawrence Chaw  
Job Title: GMP Monitor  
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)

On 6/30/14 at around 12:40pm Isabel Martinez witnessed Lawrence trying to trip Mike Winkels, she told him that was not acceptable. Mike was carrying several items into the room at the time, Lawrence is lucky that Mike didn't seriously injure himself.

Plan for Improvement:

Lawrence will make sure that he is not participating in any sort of horseplay while he is working.

Consequences of Further Infractions:

Next time there will be disciplinary action taken, this includes suspension and not limited to termination, horse playing is not allowed it is considered a safety violation.

### 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: 6/30/14  
Manager/Supervisor: *[Signature]* Date: 6/30/14 6/30/14

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