



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 7/25/2014
Employee Name: Lorena Caberara
Job Title: Sanitation
Manager/Supervisor: Bunthy/Rick

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)

07/25/14 - Bunthy caught Lorena C. didn't have any gloves on while handling the small plastic tub (21)

Plan for Improvement:

V.C understood the mistakes and apologized

She will not make the same mistake again

Consequences of Further Infractions:

Written up and Suspension will be given

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.

Lorena Caberara
Employee Signature

7/25/14
Date

[Signature]
Manager/Supervisor

7/25/14
Date

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

Date