



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 7/22/2013
Employee Name: Latina Collins
Job Title: QA Technician
Manager/Supervisor: Kendra Adams

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 7/8/13 there was an incident between Latina and another co-worker that was addressed by CMG. Another incident/exchanging of words occurred the week of 7/8/13 where both employees came to me about the discrepancy between them. On 7/22/13 Latina and the co-worker had another disagreement. The inability for these 2 co-workers to get along with eachother is affecting the productivity and harmony within the department. Examples include opinionated remarks to one another, disclosing information about disagreement with co-workers that weren't involved or needed to be involved, and failure to resolve issues independently to get the job done.

Plan for Improvement:

Consequences of Further Infractions:
Further infractions will result in immediate removal from the department.

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 *Latina Collins* Date 8/22/13

Manager/Supervisor *K Adams* Date 07/22/13

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