



Reichel Foods, Inc.

Employee Warning Notice

SQ0014FO

R: 2

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Employee Information

Date: 10/24/2013
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)

Latina was overheard speaking very loud and being rude to other co-workers on the morning of 10/24/13. Latina admitted she was frustrated and "projected" her voice during the incident.

Plan for Improvement:

- 1) Accept accountability and apologize for the unacceptable response to co-worker (Jackie) on the morning of 10/24/13 by 10/26/13.
- 2) Read the required reading material on communications: *The Secrets of Successful Communication-A simple guide to effective encounter in business.*
- 3) Watch *Diversity Diner* video.

Effective today, Latina will avoid all conflict with co-workers and complete the 3 above mentioned criteria by 11/08/13. If the criteria above are not met by the date mentioned, Latina's assignment will be terminated.

Disclosure: By completing the above criteria does not guarantee absence of future conflicts with co-workers. Relationships must be rebuilt over time to improve the working environment if Latina remains in her position.

~~NOTE: Attach all supporting documentation.~~ KA @ Meet every other day to monitor progress.

Consequences of Further Infractions:

Assignment will be terminated.

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.

Latina Collins
Employee Signature

10/25/13
Date

Kendra Adams
Manager/Supervisor

10/25/13
Date

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

Date