



Reichel Foods, Inc. Employee Warning Notice

SQ0014FO

R: 2

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Employee Information

Date: 8/28/2012
Employee Name: Linda Vilai
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 8/23/12 around 9:45 PM it was discovered that a trailer loaded in the morning was not running and had product on it. Linda performed a Shipping Trailer temp check, seen that the trailer was off and went on to another check. The trailer was backed up to the door and Linda failed to investigate if there was any product on the trailer.

Plan for improvement:

Linda will be explained in detail what my expectations of her as a QA are and re-trained on the purpose of the shipping trailer temp check.

Consequences of Further Infractions:

Future infractions will result in further discipline.

Acknowledgement of Receipt

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.

Linda Vilai
Employee Signature

8-29-12
Date

K Adams
Manager/Supervisor

8/29/12
Date

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

Date