



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 10/15/2019
Employee Name: Mohamed Hassan
Job Title: Quality Assurance Technician
Manager/Supervisor: Kainoa Gathje

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)

Mohamed has repeatedly been making mistakes on his paperwork. On 10/14/19 Mohamed did not fill out the Quality Printing Checklist and he wrote information in the wrong spot on the Operational QC Checklist. Mohamed also did not initial the Film Micro Perf Check. On 10/10/19 he was talked to about having the wrong tare weights and filling out an apple slice quality check while running carrots as well as not documenting all of the changeovers on the cartoner checklist. He was also talked to about not fully filling out the Quality Printing Checklist. Mohamed was also talked to on 9/27/19 about missing information on the Quality Printing Checklist and Cartoner Checklist. He was also talked to about making sure paperwork is completely filled out during his 90 day review. Has also been late twice causing CCP checks to be missed. Once on 9/28/19 and once on 10/5/19.

Plan for Improvement:

Retraining

Consequences of Further Infractions:

Written Warning

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 Date 10-16-19

Manager/Supervisor Date 10/16/19

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