



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 5/23/2018
Employee Name: Mohamed Soedal
Job Title: Quality Assurance Tech
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)

At 11:18 PM on 5/21/18 employee doing the metal detector check grabs the trays before they are allowed to be kicked off. This does not allow for the reject mechanism to be verified. At 11:35 PM on 5/21/18 employee only sends the wands through the metal detector without the trays. This violates our procedures for checking the metal detectors which is a critical control point.

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.

 _____ Date 05 23 18

 _____ Date 5/23/18

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