



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 03/07/13
Employee Name: Miguel Vigo
Job Title: Rotary Operator
Manager/Supervisor: Brian D. Heng, Somant Peter, Delhem, Rob Zedner

Type of Warning

- Verbal Warning []
Written Warning [x]
Final Warning []

Type of Offense

- Tardiness/Leaving Early []
Absenteeism []
Violation of Company Policies []
Substandard Work [x]
Violation of Safety Rules []
Rudeness to Customers/Coworkers []
Other []

Details

Description of Incident (Describe incident and list the date, time, and any witnesses present)

03/06/13
Witnessed hearing Miguel was talking on his phone. He had an ear piece under the hood.

Plan for Improvement:

I would like to express that I am a single parent and have 2 children at home alone the phones here at the plant are not ours at night I just had it on in case of emergency with my children not

Consequences of Further Infractions: To disregard Policy.

Final 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: Miguel Vigo Date: 3/8/13
Manager/Supervisor: [Signature] Date: 03/08/13

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