



# Reichel Foods, Inc.

## Employee Warning Notice

SQ0014FO

R: 2

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### Employee Information

Date: 10/17/2013  
Employee Name: Michael Lewis  
Job Title: Tumbler Room lead  
Manager/Supervisor: Cameron Johnston

### 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)

QA/GMP monitor Jeany T. was checking the drains in the tumbler room and notified the lead (Michael) which @that time he didn't stop production or notify the crew. QA went to notify kyle when she came back michael was cleaning out the full drain basket and still hadn't stopped production, Jeany then told sean & andrew in a stern tone to stop everything after that she informed them of backed up drain basket and then i asked Sanitor Mike winkles to spray 1000ppm quat as well sanitizes the entire room. while that was going on the crew changed ppe from head to toe and i discussed with Jamie Sorenson the situation and confermed that it was just the basket full of carrots and that the drain was okay.

Plan for Improvement:

Going forward these situations need to be handled in the correct procedure use your head. When in doubt stop everything, notify a supervisor. Better safe than sorry

Consequences of Further Infractions:

### 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

*Michael Lewis*

10-17-13

Date

Manager/Supervisor

*C. Johnston*

10/17/13

Date

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

Date