



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 6/12/12
Employee Name: Mike Moen
Job Title: Production line worker
Manager/Supervisor: Jamic Sorrensen

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)

Mike has been here for a couple months now. He is the main puller on line 2. His performance has not improved as much as needed. Second of all, he has been using foul language in the production area on multiple occasions. Cham Ouk, the assistant supervisor has witnessed this and had this happen when talking to him.

Plan for Improvement:

Mike in the next thirty days will work on improving his pace of work and ask questions if needed to become more productive. Mike will no longer ever use foul language in the production area.

Consequences of Further Infractions:

If Mike uses foul language he will face disciplinary action and we will reassess his work performance in the next 30 days.

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.

Michael Moen
Employee Signature

6-12-12
Date

Jamic Sorrensen
Manager/Supervisor

6/12/12
Date

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

Date