



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 11/11/2013
Employee Name: Mike Trevino
Job Title: Line 2 hormel Line lead
Manager/Supervisor: Chamrong Ouk

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)

on 11/11/12 Mike had put the wrong nutritional labels for 54001 . He put the 44 oz all meat nutritional label by did not check the items number. He supposed to check before he put the label on.

Plan for Improvement:

in the future he need to becareful check the item number before put on to run.

Consequences of Further Infractions:

if the same problem happen in the future , he will face with a written warning or suspencion.

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 Trevino
Employee Signature

11-11-13
Date

[Signature]
Manager/Supervisor

11-11-13
Date

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

Date