



Reichel Foods, Inc. Employee Warning Notice

SCANNED

Employee Information

Date: 9/23/2013
Employee Name: Mike Winkels
Job Title: Sanitation
Manager/Supervisor: Anthony Dabke

Type of Warning

Verbal Warning [checked]
Written Warning [ ]
Final Warning [ ]

Type of Offense

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

Description of Incident

Description of Incident (Describe incident and list the date, time, and any witnesses present)
Mike Winkels has been trained on the steaming procedure and on many occasions violated the procedure for post-steaming. On the date of 9/19/13 Mike was told by myself (Anthony Dabke) what needed to be done post-steaming. 6 hours later Mike did not do all that needed to be done. (See pics for details). (Also See Attached Note for more details).

Plan for Improvement:
Mike will double check his work and make sure that procedures are being followed. He will follow GMP policy and maintain safe practices. He will prioritize his tasks of importance and complete tasks asked of him from

Consequences of Further Infractions: Personnel inside and outside Production Rooms.
If further infractions occur the results will be a written warning.

Acknowledgment 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 [Signature] Date 9-25-13

Manager/Supervisor [Signature] Date 9-25-13

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

Mike Winkels was also talked to about filling the black Quat mats in a timely manner. On the date of 9/17/2013 Mike was asked by a GMP monitor to fill a black Quat mat back up with the Passage. The GMP monitor stated that Mike told them that he was "too busy." When Mike was asked what he said, he stated that he was "busy doing another task and he would get to it when he was done." In any case Mike has been talked to about prioritizing his tasks of importance and responding more in efficiency and a timely matter when asked to complete tasks from personnel inside and outside of the production rooms.





