



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 10/15/2019
 Employee Name: Mohamed Hassan
 Job Title: Quality Assurance Technician
 Manager/Supervisor: Kainoa Gathje

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)
 Mohamed has repeatedly been making mistakes on his paperwork. On 10/14/19 Mohamed did not fill out the Quality Printing Checklist and he wrote information in the wrong spot on the Operational QC Checklist. Mohamed also did not initial the Film Micro Perf Check. On 10/10/19 he was talked to about having the wrong tare weights and filling out an apple slice quality check while running carrots as well as not documenting all of the changeovers on the cartoner checklist. He was also talked to about not fully filling out the Quality Printing Checklist. Mohamed was also talked to on 9/27/19 about missing information on the Quality Printing Checklist and Cartoner Checklist. He was also talked to about making sure paperwork is completely filled out during his 90 day review. Has also been late twice causing CCP checks to be missed. Once on 9/28/19 and once on 10/5/19.

Plan for Improvement:
 Retraining

Consequences of Further Infractions:
 Written 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 _____ Date 10-16-19
 Manager/Supervisor _____ Date 10/16/19

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