



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 11/15/2019
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 was given a previous warning for substandard work on 10/16/19. Since then there have been numerous performance issues. On 10/18/19 Mohamed turned in product evaluation sheets completely blank, didn't have recorded checks for the last 2 hours of the shift and no visual verification was done for the film and label verification sheet. On 11/6/19 there was over an hour inbetween apple CCP monitoring checks. On 11/13/19 two 12 count pallets were kitted that were not made. On 11/14/19 he did had the wrong count for the cotter pins and did not initial his check. Production also had to wait for him to inspect the line. Mohamed was not able to answer all of the questions correctly on the QA Tech Training Quiz.

Plan for Improvement:

Continued training

Consequences of Further Infractions:

Termination from QA

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

11-18-19

Date

Manager/Supervisor

11/18/19

Date

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

Date