



# Reichel Foods, Inc. Employee Warning Notice

SQ0014FO  
R: 2  
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### Employee Information

Date: 02-16-13  
Employee Name: Mohamed Basfir  
Job Title: production Sanitation  
Manager/Supervisor: Heus

### 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)

at 2:30 between shift change. Mohamed Basfir try to do clean the room like normal time but today he try to lift the garbage can over the conveyor belt. that is unacceptable for preventing pass contamination to production line.

Plan for Improvement:

make sure if you have any question you have to ask your supervisor before make a change or do something that can pass contamination to the line.

Consequences of Further Infractions:

if that still happening we will have to let you go.

### 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.

Mohamed Basfir  
Employee Signature

11/16/2013  
Date

[Signature]  
Manager/Supervisor

11-16-13  
Date

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

Date