



Reichel Foods, Inc.

Employee Warning Notice

SCANNED

Employee Information

Date: 1/31/2013
Employee Name: Morn Prak
Job Title: Production Worker
Manager/Supervisor: Kyle Peterson

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)
Morn didn't notify his supervisor that he might have damaged a conveyor.

Plan for Improvement:
Make sure you always let your supervisor know anytime you are involved in an accident or injury.

Consequences of Further Infractions:
Further instances of not notifying your supervisor will result in further steps in the disciplinary scale.

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.

Morn Prak

2/1/13

Employee Signature

Date

Kyle Peterson

2/1/13

Manager/Supervisor

Date

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

Date