



Reichel Foods, Inc.
Employee Warning Notice

SQ0014FO

R: 2

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Employee Information

Date: 1-13-17
Employee Name: 1 MUNAS JARAS
Job Title: PACK OFF AREA ORCS 6
Manager/Supervisor: RICK NELSON

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)

PRODUCT PACKAGED THAT WAS MISSING BACKCARDS, BLANK BACKCARDS AND PACKED 11 TRAYS PER BOX

Plan for Improvement:

MAKE IT HABIT TO GRAB 6 TRAYS AT A TIME TO FILL THE SHIPPERS. WHEN WORKING IN TAPER POSITION, DO A VISUAL CHECK ON EVERY BOX

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.

MUNA JARAS
Employee Signature

1-13-17
Date

Rick Nelson
Manager/Supervisor

1-13-17
Date

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

Date

[Signature]