



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 8/30/2018
Employee Name: Ngoc Johnson
Job Title: Supervisor
Manager/Supervisor: Bunthy Douk

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)

8/30/2018, Ngoc printed wrong labels and didn't show to QA or Supervisors to get approval, she labeled many cases in the warehouse alone.

Plan for Improvement:

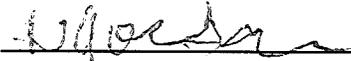
Bring it to the QA or Supervisor and have them check it before labeling them.

Consequences of Further Infractions:

Suspension

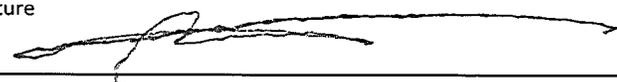
Acknowledgement of Receipt of Warning

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

08-30-18
Date

8/30/18
Date


Manager/Supervisor

Date

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

Date