



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: Date: 08-30-18
 8/30/18

Manager/Supervisor: Date:

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