



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 12-05-12
Employee Name: Norma Morales
Job Title: Lead Production
Manager/Supervisor: Isabel Martinez

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 Lacker with lock.

Details

Description of Incident (Describe incident and list the date, time, and any witnesses present)
for leaving their belongings in the lockers with lock.

Plan for improvement:
Use locker during the shift for personal belongings. Then at the end of shift need to remove lock. So someone from 2nd shift be able to use the locker.

Consequences of Further Infractions:
We be a 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.

Employee Signature: Norma S. Morales Date: 12-05-12
Manager/Supervisor: [Signature] Date: 12-05-12
Witness Signature (if employee understands warning but refuses to sign) _____ Date: _____