



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 11/21/2017
Employee Name: Ojaa Gora
Job Title: QA Tech
Manager/Supervisor: Kendra Lunt / Luz Pizano

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 Falsification of documentation

Details

Description of Incident (Describe incident and list the date, time, and any witnesses present)

On 11/16/17, Ojaa documented a metal detector check on the Rotary at 3 pm and 4 pm. When reviewing the camera to see if the check was done properly, due to the visual verification missed on 2nd shift that day, it was evident that those 2 checks were not actually completed as documented. This is a severe offense which has determined the decision of "final warning".

Plan for Improvement:

Ojaa will complete checks on time at required frequencies. He will accurately document the checks that are completed. QA Manager will be reviewing cameras on a random basis to verify accuracy of documentation.

Consequences of Further Infractions:

Future offenses of this nature will include termination.

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.

Ojaa Gora 11.21.17
Employee Signature Date
Kendra Lunt 11/21/17
Manager/Supervisor Date

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