



# Reichel Foods, Inc. Employee Warning Notice

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### Employee Information

Date: 8-22-13  
Employee Name: OMAR SANCHEZ  
Job Title: OPERATOR  
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)

LEFT SPRAY LUBRICANT ON CART

Plan for improvement:

HAVE PUT AWAY IN SHOP OR TOOL CABINETS

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.

Omar Sanchez  
Employee Signature

8-22-13  
Date

Rick Nelson  
Manager/Supervisor

8-22-13  
Date

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

Date