



Reichel Foods, Inc. Employee Warning Notice

Handwritten initials

Employee Information

Date: 10/7/2013
Employee Name: One Thammavong
Job Title: Rotary Apple Filler
Manager/Supervisor: Brittany Tapp

Type of Warning

Verbal Warning [X]
Written Warning []
Final Warning []

Type of Offense

Tardiness/Leaving Early []
Absenteeism []
Violation of Company Policies [X]
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)
On 10/1/13 and 10/3/13 One was warned for not sanitizing. This is a violation of Reichel Foods' policy for GMP.

Plan for Improvement:
One will sanitize properly when the alarm sounds. She should not have to be reminded to do this. It has to happen.

Consequences of Further Infractions:
Further reminders to do this will result in written warning, suspension, or termination of employment.

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: One Thammavong
Manager/Supervisor: [Signature]
Witness Signature: [Signature]
Dates: 10/8/13, 10/08/13