



Employee Information

Date: 9/24/2013
Employee Name: Orlando Martinez Jr.
Job Title: Production
Manager/Supervisor: Kyle Peterson

Type of Warning

Verbal Warning []
Written Warning [X] 3 day suspension
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 the 23rd Orlando was caught not wearing blue gloves. He walked past the hand wash sinks to drop some items off in the pack off area. He also tried to pick up a roll of labels that had just fallen on the floor. We talked and Orlando is to set stuff down closer to the sink and then wash his hands, I reiterated not picking anything up off the floor.

Plan for Improvement:

Orlando is not to pick anything up off the floor unless he is filling in on one of the sanitation positions. Orlando is to wear the appropriate color of glove at all times and should be a leader at this not following others instructions. Orlando needs to use better judgement on where he can walk to set things down and return to the hand wash sink.

Consequences of Further Infractions:

Further incidents of this type will result in 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.

Employee Signature

Date

9/25/13

Manager/Supervisor

Date

9/25/13

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

Date