



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 7/11/2017
Employee Name: Oscar Maldonado
Job Title: Machine Operator
Manager/Supervisor: Isabel Garcia

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)

On Wednesday, 07/05/2017 Supervisor Isabel gave Oscar the labels for Apple & Cheddar, then he was told to look over the pallet and replace any wrinkled labels. He went to the warehouse and asked WH employees where the rework pallet was, they directed him to the Gala/Almond pallet that needed to be reboxed and he placed the labels on 6 cases that he reboxed and those cases were placed on the Apple Cheddar pallet. He subsequently failed to verify that the labels matched, not noticing this was not the correct pallet that needed replacement labels.

Plan for Improvement:

Oscar will be retrained and will always make sure to verify the correct information for any task assigned.

Consequences of Further Infractions:

Failure to verify information, such as mentioned above, will lead to written warning and/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.

Oscar Maldonado
Employee Signature _____ Date 7-13-17
Isabel Garcia
Manager/Supervisor _____ Date 7-13-17

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

