



# Reichel Foods, Inc.

## Employee Warning Notice

SQ0014FO

R: 2

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### Employee Information

Date: 8/3/2015  
Employee Name: Pareun Sin  
Job Title: QA  
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

### Details

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

On Friday July 31st, Pareun was asked to pack the Zone 1 cooler that goes out the next morning to the lab, he failed to pack the swabs along with the product trays, Supervisor spoke to him at the beginning and end of his shift and did relay to him the order in which to pack the cooler, i.e. ice, paper, swabs etc. This resulted in having to contact MDA and explain the situation.

Plan for Improvement:

Pareun will be more diligent and pay more attention to instructions given to him, he will ask questions in order to make sure he fully understands what is expected of him.

Consequences of Further Infractions:

Failure to follow the Improvement plan will result in disciplinary action, including, but not limited to termination of employment.

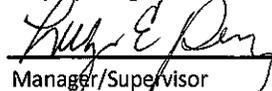
### Acknowledgement of Receipt of Warning

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

08-03-15

Date

  
Manager/Supervisor

8/3/15

Date

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

Date