



Reichel Foods, Inc.

Employee Warning Notice

SQ0014FO

R: 2

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Employee Information

Date: 7/27/2015
Employee Name: Pascal Bitashimwa
Job Title: Warehouse
Manager/Supervisor: Chamrong Ouk

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 07/27/15 at 9:30pm Pascal drove forklift to load the cardboard in trailer . when he drove in he hit the garage door 5 because door was not open all the way up.

Plan for Improvement:

when load or unload trailer need to make sure door is going all the way up before driving in

Consequences of Further Infractions:

if the same thing happen again in the future he will face with written warning or suspension.

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 7.27.15

Manager/Supervisor

Date 7.27.15

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

Date