



Reichel Foods, Inc.
Employee Warning Notice

Employee Information

Date: 7/24/2016
Employee Name: PASCAL BITASHIMWA
Job Title: WAREHOUSE
Manager/Supervisor: JEFF RAMAKER

Type of Warning

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

Type of Offense

Tardiness/Leaving Early []
Absenteeism []
Violation of Company Policies []
Substandard Work [X]
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 7/22/2017 AT 3:30 PM YOU DID TRAILER TEMPERATURE CHECKS AND FOUND TWO WITH HIGHER THAN REQUIRED TEMPERATURE AND NO CORRECTIVE ACTION WAS TACKEN BY YOU.

Plan for Improvement:

WHEN SUCH A SITUATION ARISES, WRITE DOWN AND TELL SUPERVISOR IMMEDIATELY AND CHECK AGAIN AFTER 30 MINUTES TO SEE IF ACTION WAS TACKEN OR THE TEMPERATURE IS BACK TO NORMAL.

Consequences of Further Infractions:

WRITTEN WARNING

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

[Handwritten signature]

Date

7/26/16

Manager/Supervisor

[Handwritten signature]

Date

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

Date