



Reichel Foods, Inc.

Employee Warning Notice

ASML

Employee Information

Date: 11/1/2013
Employee Name: Paul Cockrell
Job Title: Slicing Room
Manager/Supervisor: Jonny Vorn Soth

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)

The employee took substantial time to get ready for work. This happened today (11/01/2013) at 1:43 PM. He clocked in at 1:25 PM; however, he was not ready to work until 1:45 PM. He also provided no sense of urgency to perform the job.

Plan for Improvement:

He will need to cut down the ready time and show better sense of urgency.

Consequences of Further Infractions:

If this issue continues to happen, written up will be given.

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

11-01-13

Manager/Supervisor

Date

11-01-13

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

Date