



Reichel Foods, Inc. Employee Warning Notice

SCANNED 6-28-13

Employee Information

Date: 6/28/2013
Employee Name: Peter Quach
Job Title: QA Technician
Manager/Supervisor: Kendra Adams

Type of Warning

Verbal Warning [ ]
Written Warning [X]
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 6/27/13, Peter was asked to provide swab site descriptions for 3 test results received. Peter provided incorrect information to our Sanitation/management team and the appropriate corrective action was not taken as a result.

Plan for Improvement:

Double check results before sending out.

Consequences of Further Infractions:

If improvement in work performance is not seen within 30 days and maintained thereafter, Peter's job responsibilities will be re-assigned.

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.

[Signature]
Employee Signature

6/28/13
Date

[Signature]
Manager/Supervisor

6/28/13
Date

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

Date