



Reichel Foods, Inc.

Employee Warning Notice

SQ0014FO

R: 2

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Employee Information

Date: 9/23/2013
Employee Name: Phearoum Hoes
Job Title: back up operator
Manager/Supervisor: somark heng

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)

today on 9/23/13 at 10:15pm he ask to go drink water because he is thirsty. so i let him go he came back at 10:35pm he took 20 minute to drink water and sit in the break room not try to hurry go back to the line. And that is the 3rd time. It happened on last friday to. i ask him why you took so long to go rest room he say he was tire. that why we give saturday and sunday off to make sure he come back on monday he will do a better job. but today it still happen. so i will give him a verbal warning.

Plan for Improvement:

whenever you go to restroom or drink water that need to be quick so you can get back to the line no sitting in the break room or chatting with someone take a long time to get ready. You are a back up operator you need to show a example to the employee. the way you doing right now is really bad example to the people work on the line. that is unacceptable

Consequences of Further Infractions:

if that issue(take a long time not get ready to work.) not have any improvement you will get written up. 3 time will be terminate.

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

Manager/Supervisor

Date

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

Date

Phearoum Hoes 9-23-13
Somark Heng 09-23-13