



Reichel Foods, Inc.

Employee Warning Notice

deputy

Employee Information

Date: 1/19/2018
 Employee Name: Ricardo Figueroa
 Job Title: Sanitation
 Manager/Supervisor: Anthony Dahlke

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)
 Ricardo Figueroa cleaned and re-assembled the depositor for MV1 line (depositor #2). This depositor had been found to be missing the 224 O-rings on all 6 actuators. This caused production to be down for an additional 45 minutes at start up on the morning of 1/19/2018. It was also discovered that there was no Depositor Sanitation Check Sheet/Pre-op Inspection Form filled out for the assembly of both the depositors. It is a crucial part of the process to verify the assembly for depositors is correct and not missing any parts. It is also part of the process to document the process being completed on the form mentioned earlier. Ricardo has already been documented on a similar event on December 6th for missing 118 O-rings on Depositor #3.

Plan for Improvement:
Ricardo double check his work and take more time before moving to assemble on frame including having additional personnel follow up as well.

Consequences of Further Infractions:
 If further infractions are to happen within the next 60 days of the same nature of the offense (Substandard Work/Job Performance) progressive disciplinary action will take place.

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.

Ricardo Figueroa _____ 1/19/18
 Employee Signature Date
 _____ 1/19/18
 Manager/Supervisor Date
 _____ 1-19-18
 Witness Signature (if employee understands warning but refuses to sign) Date