



Reichel Foods, Inc. Employee Warning Notice

SCANNED

Employee Information

Date: 9-16-12
Employee Name: Robert Mouv
Job Title: RAW product Room Manager/Supervisor: Isabel M. Icam

Type of Warning

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

Type of Offense

Tardiness/Leaving Early [X]
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)

Robert is late to work repeatedly. some days 15mn sometimes a full hour.

Plan for Improvement:

Robert needs to be on time

Consequences of Further Infractions:

further corrective action leading up to termination

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: Robert Mouv

Date: 9-16-12

Manager/Supervisor: Isabel M. Icam

Date: 9/16/12

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

Date