Reichel Foods, Inc.
Employee Warning Notice

Employee Information

Date:	9/24/2014
Employee Name:	Roda Lako
Job Title:	GMP Monitor
Manager/Supervisor:	Luz Pizano

Type of Warning

Verbal Warning	[X]
Written Warning	[ ]
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)

In the video it was noted that none of the employees stepped away from the line for Roda to sanitize, then Roda wadded up a whole bunch of wipes, to wipe. She was also touching the back of the employees smock while doing so. She did sign the training record last week, and despite that she made no changes to her behavior. She was given direction to change her actions and she didn't.

Plan for Improvement:

Roda will refrain from touching employees while sanitizing her work area. She will also use an appropriate quantity of wipes and appropriate amount of time to sanitize the conveyor guards, if she has trouble with employees following the rules, she will notify production supervisor or QA Assistant Supervisor. If Roda feels she is not understanding her job duties or tasks, she will ask questions in order to be clear on what is being asked of her.

Consequences of Further Infractions:

Any further infractions will lead to written warning and could potentially lead to termination of employment.

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.

Roda Lako	09-24-14
Employee Signature	Date
(signatures)	9/24/14 /9/24/14
Manager/Supervisor	Date

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