



Reichel Foods, Inc. Employee Warning Notice

SQ0014.

R:

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Employee Information

Date: 3-15-16

Employee Name:

RODA LAKO
PACK OFF AREA

Job Title:

Manager/Supervisor:

RICK NELSON

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)

MISSING CASE LABEL ON MAR 13, 2016 9:20 AM

Plan for Improvement:

VISUALLY CHECK EACH BOX WHILE THEY ARE STILL ON SKATE CONVEYOR

Consequences of Further Infractions:

WRITTEN WARNING

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.

X Roda Lako

Employee Signature

Date

X 3-15-16

Rick Nelson

3-15-16

Manager/Supervisor

Date

Rick Nelson

3-15-16

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

Date