



Reichel Foods, Inc. Employee Warning Notice

SQ0014FO

R: 2

Page 1 of 1

Employee Information

Date: 3/23/2015
Employee Name: Roda Lako
Job Title: GMP Monitor
Manager/Supervisor: Luz Rizano

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)

Roda had clocked in at 4:46am and sat in the breakroom eating breakfast, didn't enter the production area until 5:09am. The room had been released at 5am. This behavior is unacceptable and will not be tolerated.

Plan for Improvement:

Roda has agreed to discontinue this practice immediately.

Consequences of Further Infractions:

This is a written warning due to the severity of her actions. Any further infractions will result in a transferring out of QA department, back to production and/or 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
Employee Signature

3/24-15
Date

Luz E. Rizano
Manager/Supervisor

3/24/15
Date

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

Date