



Reichel Foods, Inc.

Employee Warning Notice

Handwritten initials

SQ0014FO

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Employee Information

Date: 01.28.16
Employee Name: Rothmonee Pon
Job Title: MV1 Production
Manager/Supervisor: Brittany L./Bunthy D.

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)

Rothmonee P. disrespected Kimtieng N. by saying negative things. There was a disrespectful word said by Kimtieng and Rothmonee assumed it was about her. When it was addressed she continued to escalate the situation by arguing back and forth with Kimtieng and it lead to her going home for the rest of the shift. This happened on the lunch break for the line at 9:00 a.m. on 01.27.16.

Plan for Improvement:

Rothmonee P. will end any issues that happened in the past with this person and leave her personal issues outside of work.

Consequences of Further Infractions:

If the behavior is repeated, it will result in a written warning, suspension, 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.

Rothmonee Pon
Employee Signature

Date 1/28/16

Brittany L. Bunthy
Manager/Supervisor

Date 1/28/16

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

Date