





Handwritten initials and date: HNS 10-20-14

Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 10/17/2014
Employee Name: Shelby Blackwell
Job Title: op checker
Manager/Supervisor: somark heng

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)

yesterday shelby training MARTA to be a op checker. The trainer have responsible to make sure whoever that you are training doing the right thing. You need to stay with them monitor them give the correcting action if needed. What happen to the incident yesterday shouldn't happen if you monitor her properly. you need to stay with her all the time and double check on her work every time when she doing the check. but that not happen yesterday. so we end up with almost 1 pallet of rework with the low weight on the finish product and the dip to low off the chat.

Plan for Improvement:

who ever you provide the training you need to monitor them stay with them all the time double check on their work all the time to ensure every thing done correctly.

Consequences of Further Infractions:

make sure next time you need to follow all the instruction above. if that still continue happening you will get written up.

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.

Shelby Blackwell 10/17/14
Employee Signature Date

somark heng 10/17/14
Manager/Supervisor Date

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