



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 7/30/12
Employee Name: Sebastiano Mario
Job Title: Sanitation Employee
Manager/Supervisor: Jamie Sorenson

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)

Sebastiano and another employee took apart, cleaned and reassembled depositor #3, on Sunday July 29th, 2012. When they reassembled the depositor, they forgot to put on 8 O-rings on the product delivery system. The checklist that was done afterwards was NOT filled out accurately either. These two employees do not normally clean the depositors, but that is no excuse, they know how to do it right. →

Plan for Improvement:

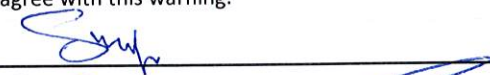
There will be a new form to fill out after cleaning depositors. Sebastiano will fill this out and double check his work each and every time. He will go through a refresh course also on assembling depositors.


Consequences of Further Infractions:

Further infractions will result in disciplinary actions up to termination.

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.

Employee Signature:  Date: 7/30/12

Manager/Supervisor:  Date: 7-30-12

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



Reichel Foods, Inc.

Employee Warning Notice

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Employee Information

Date: 7/30/12
Employee Name: Fred Moore
Job Title: Sanitation Employee
Manager/Supervisor: Jamie Schreier

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)

Fred and another employee took apart, clean and reassembled depositor #3 on Sunday July 29th, 2012. Upon reassembly of the depositor, they forgot to put 8 O-rings back on the equipment. The depositor check sheet was not filled out accurately either. Unacceptable. Even though Fred does normally do depositors, that is no excuse. He needs to follow procedure and do it correctly. Missing parts results in downtime and product misweights.

Plan for Improvement:

Fred will be using a new form when assembling depositors. He will double check his work. Fred will be going through some refresher training.

Consequences of Further Infractions:

Further infractions may result in disciplinary actions including up to termination.

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.

Employee Signature

Date

7-30-12

Manager/Supervisor

Date

7-30-12

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

Date