



Reichel Foods, Inc. Employee Warning Notice

SQ0014FO

R: 2

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Employee Information

Date:
Employee Name: *Sarmed Kawano*
Job Title: *Tumbler*
Manager/Supervisor:

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)

Sarmed didn't wear his Goggles properly while working in the tumbler room.

Plan for Improvement:

Needs to be responsible.

Consequences of Further Infractions:

Be taken out of the tumbler room or let go

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.

Sarmed Kawano
Employee Signature

5/14/2012
Date

[Signature]
Manager/Supervisor

5/14/2012
Date

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

Date