



Reichel Foods, Inc.
Employee Warning Notice

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Employee Information

Date: 1-13-17
Employee Name: SAROEN NHEB
Job Title: PACK OFF AREA ORCS 6
Manager/Supervisor: RICK NELSON

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)
PRODUCT PACKAGED THAT WAS MISSING BACKCARDS, BLANK BACKCARDS AND PACKED 11 TRAYS PER BOX

Plan for Improvement:
MAKE IT HABIT TO GRAB 6 TRAYS AT A TIME TO FILL THE SHIPPERS WHEN WORKING IN TAPE POSITION, DO A VISUAL CHECK ON EVERY BOX

Consequences of Further Infractions:
WRITTEN WARNING

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.

+ Saroan Nheb 1-13-17
Employee Signature Date

Rick Nelson 1-13-17
Manager/Supervisor Date

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