



Reichel Foods, Inc. Employee Warning Notice

SQ0014FO

R: 2

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Employee Information

Date: 5/18/2016
Employee Name: Savian Pointer
Job Title: MV1 hopper
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)

Today at 9:30a the MV1 was returning from break, and Savian P. delayed the start up of the line. He then proceeded to take his time getting ready. He has been warned before by more than one supervisor about his break times and getting back to the line and ready in a timely matter. MV1 has accrued extra downtime due to his performance.

Plan for Improvement:

Taking breaks in a timely matter (25min and 10min) and being ready with produce when the line is ready to start.

Consequences of Further Infractions:

Repeat offense will result in final warning, suspension, or termination depending on severity.

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.

Savian Pointer
Employee Signature

05-19-16

Date

Brittany L. Bunthy
Manager/Supervisor

5/19/16

Date

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

Date

Brittany
5-19-16