



Reichel Foods, Inc. Employee Warning Notice

Handwritten initials and date: 4-6-16

SQ0014FO

R: 2

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Employee Information

Date: 4-6-16

Employee Name: SAVIAN POINTER

Job Title: APPLE DUMPER

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)

HIS BREAKS ARE BEING ABUSED. LENGTHY BREAKS ARE LEADING TO START UP DELAYS.

Plan for Improvement:

WATCH THE CLOCK. 25 MIN. 1ST BREAK 10 MIN 2ND BREAK

Consequences of Further Infractions:

NEXT INFRACTION WILL LEAD TO FINAL 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.

Employee Signature

Date

Handwritten signature of Rick Nelson

Handwritten date: 4-6-16

Manager/Supervisor

Date

Handwritten date: 4-6-16

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

Date