



Reichel Foods, Inc.

Employee Warning Notice

SQU014-U

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AKMS

Employee Information

Date: 10/29/2013
Employee Name: Seth Hall
Job Title: Sanitation
Manager/Supervisor: Anthony Dab/ke

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)

On the date of 10/28/2013 Seth Hall the lead of the M01 Room Sanitation crew, had worked down on his check list that all plastic bags had been removed after cleaning and sanitizing of the room had been done. After pre op and before production started, a bag was found on the rewind motor for the film on axis 6. Clearly the tasks had done been completed as indicated by Seth.

Plan for Improvement:

All job tasks for the room will be checked over personally by Seth before any of the crew is dismissed for the day to insure that the job tasks have been completed.

Consequences of Further Infractions:

If these tasks are not being completed a written warning and so on for disciplinary actions will be issued.

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.

Seth Hall
Employee Signature

10-29-13
Date

Anthony Dab/ke
Manager/Supervisor

10-29-13
Date

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

Date

