



*Deming  
3-6-15*

# Reichel Foods, Inc. Employee Warning Notice

### Employee Information

Date: 3/5/2015  
Employee Name: Shane Tracy  
Job Title: Production Worker  
Manager/Supervisor: Jonny Vorn Soth

### 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)

There was no label on the case. It happened on Friday 02/27/15 around mid-night.

Plan for Improvement:

All parties involved need to make sure and inspect the boxes that all boxes need to have label on them. This is important that we do that so we have identify the information for each and every boxes.

Consequences of Further Infractions:

Written warning will be given.

### 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

*3/5/2015*

Manager/Supervisor

Date

*03-05-15*

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

Date