



Reichel Foods, Inc. Employee Warning Notice

ok

Employee Information

Date: 10-6-13
Employee Name: Shawn Langelud
Job Title: Sanitation
Manager/Supervisor: Danna Ran Center JR

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 10-4-13 After changing the depositor hose Shawn did not clean the nozzle ends. There was still caramel left on the parts and the old hoses was not thrown away

Plan for Improvement:
Shawn will make sure any dirty parts are clean right away.

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.

Employee Signature _____ Date 10-7-13

Manager/Supervisor _____ Date 10-7-13

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