



OHMS

Reichel Foods, Inc. Employee Warning Notice

SQU014FO

R: 2

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Employee Information

Date: 11-21-13
Employee Name: Shawn Langerford
Job Title: Sanitation
Manager/Supervisor: Darrin Ray Carter SR

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 11-21-13 morning Shawn forgot to do a flush plus on the mud depositor from cabinet to yogurt when he got done flushing/venting the depositor. Shawn did not check the pushing on the actuator but which cause more down time.

Plan for Improvement:

Shawn will make sure flush plus on depositors are done first

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

11-21-13

Manager/Supervisor

Date

11-21-13

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

Date