



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 3/23/2015
Employee Name: Sovanny Peou
Job Title: QA Tech
Manager/Supervisor: Luz Pizano

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)
3/19/15 at 11:27am, Sovanny was stepping on the support bar on a stainless steel table in order to reach the zebra printer to make some adjustments.

Plan for Improvement:
Other options: Ask someone from maintenance for help or someone taller involved, also probably grabbing a ladder which are located in the mezzanine area upstairs. She could have fallen and gotten injured.

Consequences of Further Infractions:
Any future safety violations will result in a 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.

Sovanny Peou _____ Date: 03.23.15
Employee Signature

Luz Pizano _____ Date: 3/23/15
Manager/Supervisor

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