



# Reichel Foods, Inc.

## Employee Warning Notice

SQUU14-F0

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*OPM*

### Employee Information

Date: 9-27-13

Employee Name: Suindara PH

Job Title: Sanitation

Manager/Supervisor: Darryl R. Conley 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)

Suindara was told to sterilize the drums when the lines shutdown. Suindara begin to fout about having to do drums. I ask suindara to get the sterlized ready and he just stood there. I even call his name and he won't me.

Plan for Improvement:

Suindara will listen to his supervisor and complete the task that was giving to him

Consequences of Further Infractions:

will result in final warning or term

### 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.

*Suindara PH*

Employee Signature

9-27-2013

Date

*Darryl R. Conley Jr*

Manager/Supervisor

9-27-13

Date

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

Date