



Reichel Foods, Inc.

Employee Warning Notice

SQ0014FO
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Employee Information

Date: 8/5/2013
Employee Name: TEGEST BEDASSO
Job Title: op check
Manager/Supervisor: somark heng

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)

today TEGEST make a mistake by not do the check properly. The check suppose to get done by 3:30pm but it was done by 3:39pm and when the gas unacceptable she not notify supervisor or tell MO to shut down the line right the way. It took her 20 min later to shut down the line.

Plan for Improvement:

that is should never happened without notify supervisor or let MO to shut down the line on time. That ways we don't keep produce more bad product.

Consequences of Further Infractions:

If that still happening without a better communication we will take disappointment action by take your position out or even termination.

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

08/05/13

Manager/Supervisor

Date

08-05-13

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

Date

08-05-13