



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 12/8/2014
Employee Name: Thomas Bartz
Job Title: Warehouse
Manager/Supervisor: Chamrong Ouk

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 12/08/14 around 5:30pm Thomas has brought butter cracker to the line without checking the case label, while we were using Round Cracker for 18802. so the line started using the butter cracker that lead us to rework 4 pallets and 15 cases.

Plan for Improvement:

In the future he need to be careful and make sure he bring the right material to the line.

Consequences of Further Infractions:

If the same problem happen in the future, he will face with a final warning or suspension.

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.

Tom Bartz
Employee Signature

12-8-14
Date

[Signature]
Manager/Supervisor

12-8-14
Date

12-10-14
[Signature]

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

Date