



# Reichel Foods, Inc.

## Employee Warning Notice

### Employee Information

Date: 12/9/2024  
 Employee Name: Travis Harris  
 Job Title: Bin Filler/ Palletizer  
 Manager/Supervisor: Vorng

### 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)

Found vilolated food safety a lots meat pouches fell on the floor then put back in the line (Black Tub) without properly sanitizing.

Plan for Improvement:

Employee has already been instructed and shown how to sanitizing meat properly before these go back to the line.

Consequences of Further Infractions:

Written Warning will be given.

### 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

Manager/Supervisor

Date

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

Date