



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 5/18/2015
Employee Name: Ulijana Nosova
Job Title: Sanitation Employee
Manager/Supervisor: Anthony Dahlke

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)

Ulijana has continued to leave her face shield unattended around the facility. She has been instructed on many occasions the importance of keeping track of her assigned PPE. Also she has been instructed on cleaning her PPE and not leaving it laying around. Again on Friday 5/15/2015 Ulijana left her face shield laying on top of the lockers in the locker room area. The face shield was left dirty and not cleaned. Ulijana in the past has had several incidents with chemical splashes to her face and has also recieved disciplinary action for not following Safety rules and GMP's. Documentation of these incidents and disciplinary actions have been recorded in Ulijana's file.

Plan for Improvement:

Ulijana will change between using a face shield before break to using her hard hat after. Before she sits down for Break time she will assemble her new PPE gear so that she can remember to have it with her in the room at all times. Ulijana will also be assigned a buddy to help her remember so she is not forgetting her PPE.

Consequences of Further Infractions:

If further infractions continue Ulijana will be coached again on these deficiencies and may also receive a Final Warning for not following Safety rules and Company policies.

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

05/19/2015

Manager/Supervisor

Date

5/19/15

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

Date