



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 12/7/2017
Employee Name: Pareun Sin
Job Title: QA Tech
Manager/Supervisor: Kendra Lunt/Luz Pizano

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 12/5/2017 Pareun did not fill out a USDA Operational Sanitation Checklist, this form should be filled out anytime we run USDA product.

Plan for Improvement:

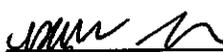
Continue Improvement Plan Implemented on 11/11/17.

Consequences of Further Infractions:

Further incidents will require higher level of disciplinary action at Manager/Supervisor discretion, such as written warning, final warning, but not limited to termination of employment.

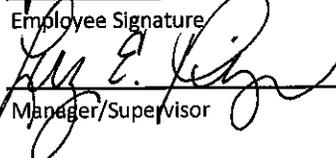
Acknowledgement of Receipt of Warning

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

12-13-17

Date


Manager/Supervisor

12/13/17

Date

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

Date