



LL  
1/25/18

# Reichel Foods, Inc. Employee Warning Notice

### Employee Information

Date: 1/25/2018  
 Employee Name: Helena Chy  
 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)

Helena was training a new employee, while doing so; she said, "This is why I didn't want to train anyone!". This was also witnessed by a fellow Co-worker. On another occasion, Helena also raised her voice, telling the employee "this is all wrong! this is not right!" crossing out items on the form, and then realizing the trainee was correct, having to refill all the original information on the form. This behavior is counterproductive and may lead future employees not wanting to be in a position, where this kind of behavior is tolerated.

Plan for Improvement:

QA Supervisor will began Coaching Helena on 1/30/2018. The training will include Respect in Workplace, among other Subjects that may fall into this same category.

Consequences of Further Infractions:

Similar violations will result in further disciplinary action, 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

Date

*Handwritten signature and date 01-25-18*

Manager/Supervisor

Date

*Handwritten signature of Kendra Lunt*

*Handwritten date 1/25/18*

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

Date