



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 11/29/2018
Employee Name: Whitney Burmester
Job Title: Quality Assurance Technician
Manager/Supervisor: Kainoa Gathje

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)

Left the building during his shift without permission from his supervisor. He has a weight check recorded during the time that was outside so he either didn't do the check or falsified the time on the check. Was also seen not washing his hands when entering the Proseal Room.

Plan for Improvement:

Cannot leave the building during his shift. Make sure checks are recorded correctly and at thte right time. Follow GMPs.

Consequences of Further Infractions:

Final Warning

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.

Whitney Burmester 11.29.18
Employee Signature Date
Kainoa Gathje 11.29.18
Manager/Supervisor Date

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