



Reichel Foods, Inc.

Employee Warning Notice

SQ0014FO

R: 2

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Employee Information

Date: 10/24/12
Employee Name: Yahya Raheem
Job Title: Sanitarian
Manager/Supervisor: Jamie Sorensen

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)

Employee was in a hurry to get production going. There was a gasket damaged on a machine so he ran upstairs to get it. When he came back into the MVZ room, he ran over to give the gasket to someone else without sanitizing it or washing his hands.

Plan for Improvement:

Any new equipment coming into the room will be sanitized. Employee will wash hands everytime upon entering a production room.

Consequences of Further Infractions:

If either of these infractions happen again, employee will face disciplinary up to suspension or termination.

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.

Yahya Raheem

Employee Signature

Date

10/24/12

Manager/Supervisor

Date

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

Date