



Reichel Foods, Inc.
Employee Warning Notice

Date: 8-26-12
Employee Name: Zeinab Ahmed
Job Title: filling Trays
Manager/Supervisor: Isabel Martinez

Verbal Warning [checked]
Written Warning []
Final Warning []

Tardiness/Leaving Early []
Absenteeism []
Violation of Company Policies []
Substandard Work []
Violation of Safety Rules []
Rudeness to Customers/Coworkers []
Other [checked]

Description of Incident (Describe incident and list the date, time, and any witnesses present)
Talked to Zeina Ahmed about her poor work performance. Zeina needs to be using both hands to fill up the product tray many times on this past week 8-20-12/8-25-12. I have show her and Trainer how to use both hand and what to do and how to do.

Plan for Improvement:
Need to use both hand to fill trays, Not leaning over machines, if employees are trying to help her, Not to answer (you are not my boss)

Consequences of Further Infractions:
Written warning, Final 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: [Signature] Date: 8/26/2012
Manager/Supervisor: [Signature] Date: 8/24/12
Witness Signature (if employee understands warning but refuses to sign) Date: