



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 12/17/2014
Employee Name: Cristofer Santiago
Job Title: Warehouse
Manager/Supervisor: Phuy Vorng Chi

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 moving finish good pallet while he talking to someone then the forks stabbed the boxes. Two cases has damaged. We replaced new boxes and sanitized the products.

Plan for Improvement:
Pay more attention and more becareful.

Consequences of Further Infractions:
If the same incident happened written warning will be given.

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.

Cristofer Santiago Vasquez 12-17-14
Employee Signature Date

Phuy Vorng Chi 12-17-2014
Manager/Supervisor Date

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