



Reichel Foods, Inc.
Employee Warning Notice

Employee Information

Date: 7/1/2013
Employee Name: Russel Clement
Job Title: Hormel production
Manager/Supervisor: Chamrong Ouk

Type of Warning

Verbal Warning [X]
Written Warning []
Final Warning []

Type of Offense

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

Details

Description of Incident (Describe incident and list the date, time, and any witnesses present)
on 07/01/13 at 9:30pm employee brought a wrong product to the line , and production end up with rework for 2 and half pallets

Plan for Improvement:
need to double checke before bring a new lot number and product.

Consequences of Further Infractions:
if employee still not change ,he will face with written 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.

Russel Clement
Employee Signature

7/1/13
Date

[Signature]
Manager/Supervisor

7/1/13
Date

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

Date