



Reichel Foods, Inc. Employee Warning Notice

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SQ0014FO

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Employee Information

Date: 3/17/2021
Employee Name: Dane Kheng
Job Title: Op-Checker
Manager/Supervisor: Darrius Louwell

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)
Dane K. failed to wear proper PPE (goggles) while dealing with chemical. Mix chemicals splash into her right eye. This happened on Friday 03/12/21 around 5:30 PM. She feel pain in her right eye and a bit swallon on the bottom eye lid.

Plan for Improvement:
Each employee who handles chemical needs to wear proper PPE such as goggles to protect themselfe in this such incident.

Consequences of Further Infractions:
In this case, fail to wear proper PPE will result in demotion. Each employee has been warned multiple times to wear proper PPE.

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.

Employee Signature *Dane Kheng* Date 03 23 2021
Manager/Supervisor *Darrius Louwell* Date 03-23-21
Witness Signature (if employee understands warning but refuses to sign) *Sam* Date 03/23/21