



Reichel Foods, Inc.

Employee Warning Notice

SQ0014FO

R: 2

Page 1 of 1

Employee Information

Date: 9/8/2014
Employee Name: Cristofer Santiago
Job Title: Warehouse
Manager/Supervisor: Jeff Ramaker

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)
On Wednesday 9/3/14 6:30 am Cristofer drove the forklift without first lowering the forks running in to the wall above the doorway. This caused substantial damage to the wall and was unsafe for co-workers in the area at the time

Plan for Improvement:
Always lower forks as soon as possible and check before taking off in any direction

Consequences of Further Infractions:
Written warning 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.

Cristofer Santiago 9-8-14

Employee Signature Date

Jeff Ramaker 9/8/14

Manager/Supervisor Date

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