



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 2/25/2020
 Employee Name: BEHAILU ASFAW
 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 02/24/2020 ABOUT 10:55 AM YOU HIT A RACK AS YOU WERE MAKING A TURN AND YOU DID NOT REPORT IT.

Plan for Improvement:
 BEFORE YOU TURN FORKLIFT; SLOW DOWN AND LOOK AROUND TO MAKE SURE THERE IS ENOUGH SPACE FOR THE SWING
 REPORT ANY ACCIDENTS OR INCIDENTS OR NEAR MISSES IMMEDIATELY TO YOUR SUPERVISOR.

Consequences of Further Infractions:
 WRITTEN WARNING OR SUSPENSION.

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 *B. Asfaw* Date 2/25/20
 Manager/Supervisor *Jeff Ramaker* Date 2/25/20

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



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Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 8/21/2020
 Employee Name: Behailu Asfaw
 Job Title: North Plant 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)
 It was forklift incident on 08/19/20 @ 5:51am caused other employee injured. After investigated and reviewed the camera noticed the forklift driver (Behailu Asfaw) drove too fast in production room and pedestrain area.

Plan for Improvement:
 Reduce driving speed and watch for surrounding or pedestrain at all the time.

Consequences of Further Infractions:
 If this continue to happen final waring will be issued or termination as decided.

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 *BA* Date *8/22/20*
 Manager/Supervisor *Phuy Vorng Chi* Date *08/20/20*
 Witness Signature (if employee understands warning but refuses to sign) Date