



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 4/12/2019
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 04/11/2019 AT 11:06 AM YOU WERE DRIVING A FORKLIFT WITHOUT A SEATBELT ON. THIS WAS CAUGHT BY JAMIE SORENSEN WHILE DOING A SAFETY AUDIT AT THE NORTH PLANT.

Plan for Improvement:

PUT ON SEATBELT EVERYTIME YOU DRIVE FORKLIFTS.

Consequences of Further Infractions:

FINAL 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.

Employee Signature

B.P.

Date

4/12/19

Manager/Supervisor

Jeff Ramaker

Date

4/12/19

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

Date