

W 11/7/19



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 11/7/2019
 Employee Name: Larry Bartels
 Job Title: DC Warehouse
 Manager/Supervisor: Tyler Whitlock

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)

Larry shipped out an Aldi load with incomplete paperwork, the driver didn't sign some of the BOL's and the warehouse copies of the paperwork were not put together in the correct order. Larry also shipped out an A.H. Hermel order but didn't complete the trailer inspection form or get a 2nd signature on it which would've caught the error. Both of these shipments were put in "BOL Shipped" paperwork bin.

Plan for Improvement:

If Larry has any questions on paperwork moving forward he will ask for help. If any further training is needed this will be completed as well.

Consequences of Further Infractions:

If paperwork errors continue the next step of disciplinary action will be taken.

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.

Larry Bartels
Employee Signature

11-7-19
Date

Tyler W
Manager/Supervisor

11-7-19
Date

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

W 6/24/19



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 06/20/19
 Employee Name: Larry Bartel
 Job Title: DC Warehouse Worker
 Manager/Supervisor: Benn Grenz/Ryan Grzanek

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 06/19/19 Larry did not wear the proper PPE when going into the production area during an SQF audit. Larry went into the apple dock to change the dock light without first putting on a hairnet, beardnet or plastic boot covers.

Plan for Improvement:
 Larry will be retrained on all Reichel Foods PPE standards.

Retrained 6/20/19

Consequences of Further Infractions:
 A final warning will be issued if similar infractions occur.

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.

Larry Bartel

Employee Signature

6-20-19

Date

[Signature]

Manager/Supervisor

6/20/19

Date

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

Date