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# Reichel Foods, Inc. Employee Warning Notice

### Employee Information

Date: 2/27/2018  
 Employee Name: Danny Dos  
 Job Title: Warehouse  
 Manager/Supervisor: Benn Grenz/Jeremy Meyer

### 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 02/26/19 at 6pm Danny grabbed a pallet of 1-4430-2-6p from the racking instead of 1-4430-12 and loaded it on the Newport load and shipped it. Danny failed to do a final check in our WOW system to verify the products and quantities being shipped.

#### Plan for Improvement:

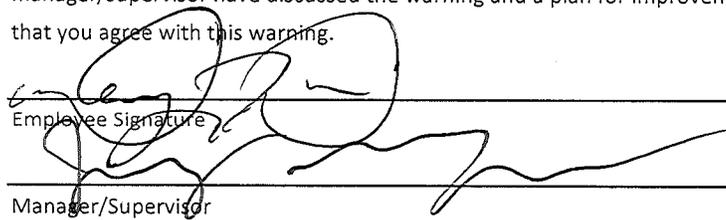
Before loading and shipping Newport, a final check will be completed using the WOW system to verify the products and quantities shipping. In the event of an absence of a second person to verify, it will be emailed to a supervisor or manager to be verified before shipping.

#### Consequences of Further Infractions:

Futher infractions will result in more severe warnings and up to assignment end.

### 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:  Date: 2-27-19  
 Manager/Supervisor: \_\_\_\_\_ Date: 2-27-19

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