

# Disciplinary Report Form

<b>Employee name:</b> Timothy Goodrich	<b>Hire Date:</b> 10/28/2013	<b>Job title:</b> Production
<b>Department:</b> MU2 Production	<b>Shift:</b> 2nd MU2	<b>Supervisor:</b> Heng

**Offense track:**  Performance issue       Work rule violation, **Work rule violated, if any:**

**Type of offense:**  Absenteeism  Tardiness  Misuse of property/equipment  Using property/equipment for personal use  Leaking confidential information  Theft or fraud  Lying or cheating  Falsifying company documents  Unsafe behavior  Eating in undesignated areas  Smoking in undesignated areas  Posting items without permission  Spreading gossip  Using vulgar language  Horseplay  Indecent behavior  Bringing weapon onsite  Bringing illegal drugs/alcohol onsite  Failing to follow instructions  Poor work quality  Poor work quantity  Refusing to work  Sleeping on the job  Poor hygiene  Poor housekeeping  Disregarding dress code  Other  Disruption in the work place  Threatening or creating conflict w/ coworkers

**Incident description:** (Describe actions, behavior, or incident; date(s); time(s); place(s); witness(es) and his/her observations; impact(s) of actions, behavior, or incident; employee's responses immediately after the incident and other significant conversations; employee's previous related training or counseling; and other relevant facts.)

Unexcused Absence from work 8/26/2015  
(sick)

<b>Completed by:</b> Garrison Perry	<b>Date:</b> 8/27/15
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**(Shaded area to be completed by Human Resources only)**

**Progressive step:**  Oral warning\*  Suspension (unpaid)  Written reprimand  Release  Suspension (paid) \*File apart from personnel files and copies thereof

Written warning

**Previous warnings:** Type: Offense: Date: Type: Offense: Date: Type: Offense: Date:

Verbal warning 7/27/15      Notification-12-4-14  
 Verbal warning 5/20/15      Notification 10/15/14  
 Notification 4/25/15      verbal warning 1/25/14  
 Verbal warning 2/15/15      written warning 12/6/13  
 Notification 2/13/15      written warning 11/13/13

**Consequence if incident occurs again:**

Possible Final warning/Assignment End

<b>Human Resources Signature(s):</b>	<b>Date:</b>
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**Employee statement:**  I agree with the incident description above.  I disagree with the incident description above. **Date report presented to employee:**

**Employee comments:** (Attach sheets if necessary.)

Left message 8/27/15 JMS

**Employee acknowledgement:** My signature acknowledges that I have received this report and that it has been discussed with me. I understand that my signature is not an admission of the incident or offense. I understand that I may appeal this report by filing a Discipline Complaint Form.

<b>Employee signature:</b> _____	<b>Date:</b> _____
<b>Witness signature (if any):</b> _____	<b>Date:</b> _____
<b>Signature of person presenting report:</b> _____	<b>Date:</b> _____



# Reichel Foods, Inc.

## Employee Warning Notice

SQ0014FO

R: 2

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### Employee Information

Date: 8/10/2015  
Employee Name: Timothy Goodrich  
Job Title: 2nd Shift Palletizer  
Manager/Supervisor: Sam Chea

### 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 Monday August 3, 2015 around 8:18pm near the East Dock area, Timothy Goodrich the palletizer for the MV2 room walked over to the podium to look at the production plan and failed to stop and acknowledge that the forklift was coming by and ended up walking over the forklift without paying attention. It was a near miss but someone could have gotten really hurt due to this carelessness behavior.

Plan for Improvement:

Be more aware of surroundings and where the forklift is at all times.

Consequences of Further Infractions:

Written warning if the problem persists or Termination depending on nature of future incidents.

### 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.

*Timothy Goodrich*  
Employee Signature

8-10-15

Date

*Sam Chea*  
Manager/Supervisor

8-10-15

Date

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

Date



# Reichel Foods, Inc. Employee Warning Notice

*HMS*  
*2-12-15*

### Employee Information

Date: 2/12/2015  
Employee Name: Timothy Goodrich  
Job Title: palletizer  
Manager/Supervisor: somark heng

### 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)  
today at the DC we found the product missing the case label from yesterday from MV2 the top lay at 8.30pm. We have dicuse about it many time and have the training record done couple time. *dicuse*

Plan for Improvement:  
make sure every boxes apply with the case lable no exception.

Consequences of Further Infractions:  
the missing case lable need to improve we can't allow this continue to happen. If it still happening written up will giving. And that still not improve you will terminate.

### 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.

*Timothy Goodrich*  
Employee Signature \_\_\_\_\_ Date *02-12-15*

*[Signature]*  
Manager/Supervisor \_\_\_\_\_ Date *02-12-15*

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



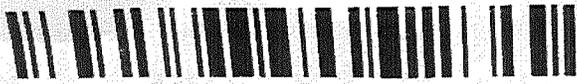
# Apples & Caramel

5-5 ct./2.75 oz.  
Produce of USA

Reichel Foods, Inc. Rochester/MN  
KEEP REFRIGERATED 4100-25

Use By Date  
MAR 26 2015

65 **52**



License Plate #: WH835991

MFCT Item: 1-4100-25 - FG Dippin Stix Apples & Caramel 2.75 oz 5/5pk

MFCT Lot: 03/26/15

MFCT Qty: 135.000

*CSOK*  
*3-26*

Item Identification:



1-4100-2503/26/15

*1-4100-2503/26/15*  
*135.000*  
Total Quantity  
Total Weight