



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: **11/17/2020**
Employee Name: **KEITH KOTERO**
Job Title: **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)
ON 11/16/2020 AT 7:57 AM YOU HIT AN EMPLOYEE WHO WAS PASSING BY WITH PALLETS THAT YOU WERE MOVING WITH A FORKLIFT. THE PALLETS WERE RAISED AS YOU WERE MOVING THEM HENCE BLOCKING YOUR OWN VIEW OF TRAVEL. YOU WERE ALSO NOT WEARING A SEAT BELT AS REQUIRED AT THE TIME OF THIS INCIDENT. WALTER PAZOS WITNESSED THE WHOLE INCIDENT AS IT HAPPENED.

Plan for Improvement:
AVOID USING FORKLIFT IN CROWDED AREAS. USE PALLET JACK WHEN MOVING PRODUCTS TO PLACES WHERE EMPLOYEES ARE CONCENTRATED. ALWAYS MOVE LOADS WHILE LOWERED TO GIVE YOU A CLEAR VIEW OF DIRECTION OF TRAVEL. YOU MUST ALWAYS PUT ON A SEATBELT WHEN DRIVING FORKLIFTS. DRIVE SLOWLY AND HONK ALWAYS

Consequences of Further Infractions:
WRITTEN 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.

Keith Kotero _____ *11-17-2020*
Employee Signature Date

Phuy Vorng Chi _____ *11-18-2020*
Manager/Supervisor Date

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