



Reichel Foods, Inc.

Employee Warning Notice

W
9/18/18

Employee Information

Date: 9/18/2018
Employee Name: Scott Weatherly
Job Title: Sanitation
Manager/Supervisor: Anthony Dahlke

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)

At 12:14am Scott was seen caring garbage bags into the warehouse, not wearing gloves which he has been trained and coached on to wear several times. He then sets one of the bags of garbage on top of a pallet of trays and leaves it there. Lastly Scott is seen walking from the hallway to the warehouse without using the boot sanitizer. All of the trainings have been given to Scott previously and he has been coached on these infractions as well.

Plan for Improvement:

Scott will wear PPE (latex gloves) every time he is working with garbage or chemicals to also include other assigned PPE. Scott will only place garbage bags in designated areas and will not deviate. Lastly Scott will use the boot sanitizer when going from warehouse to hallway or hallway to warehouse.

Consequences of Further Infractions:

If further infractions are to occur for any of these infractions, a final warning will be issued and or other disciplinary action which may include up to 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

9-18-18
Date

Manager/Supervisor

9-18-18
Date

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

Date

2018/09/18 AM 12:15:15
CAM24 RF Dock-01



2018/09/18 AM 12:15:23
CAM24 RF Dock-01



2018/09/18@AM12:16:37
CAM24 RF Dock-01





Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 8/7/2019
Employee Name: Scott Weatherly
Job Title: Sanitation
Manager/Supervisor: Anthony Dahlke/ Darryl Ray Conley Jr.

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 Thursday 8/1/19 and Friday 8/2/19 it was noticed that Scott did not clean underneath the angle iron outside of the Tumbler room and there are attached pictures from both mornings. Again on Tuesday night 8/6/19 Scott was asked if he had cleaned out the angle iron and he stated he did but there was still carrots and pieces of broken pallet underneath the angle iron. Scott was spoken to the last time this was a repeated issue and it was documented that he would receive disciplinary action for these repeats of not completing his daily tasks. Scott has also expressed anger and frustration when confronted about completing his daily tasks and often walks away muttering displeasure when having to go complete his tasks before the end of his shift.

Plan for Improvement:

First step will be to add the checking of the angle iron outside the tumbler room to his daily check list. A current copy of his daily checklist has been attached. Scott will also need to perform a walk thru with either the lead of all rooms or supervisors to make sure all of his tasks are complete before leaving at the end of the shift. Scott will also need to complete all of his tasks in a timely manner or may even need to stay later to complete all his tasks if necessary before going home at the end of the shift.

Consequences of Further Infractions:

This is a final warning for job performance and if further infraction are to continue it may result in termination of position.

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: Scott Weatherly Date: 8-7-19
Manager/Supervisor: [Signature] Date: 8-7-19
Witness Signature (if employee understands warning but refuses to sign): [Signature] Date: 8-7-19

Date: _____

1st Shift	Time Completed	2nd Shift	Time Completed
Sweep & Mop - break room/front entry/locker room area(Behind/under vending too)		Sweep & Mop - break room/front entry/locker room area(Behind/under vending too)	
Re-stock all PPE/supplies and inspect for damaged PPE		Re-stock all PPE/supplies and inspect for damaged PPE	
Wipe down break room tables/chairs using disinfectant wipes		Wipe down break room tables/chairs using disinfectant wipes	
Clean microwaves and vending machines using disinfectant wipes. Inspect refrigerator (clean as needed)		Clean microwaves and vending machines using disinfectant wipes. Inspect refrigerator (clean as needed)	
Vacuum all downstairs rugs/carpet		Vacuum all downstairs rugs/carpet	
Empty all trash receptacles(Break room/bathrooms/offices/entryway)		Empty all trash receptacles(Break room/bathrooms/offices/entryway)	
Clean bathrooms and re-stock bathroom supplies		Clean bathrooms and re-stock bathroom supplies	
Wipe down Wellness Room benches with disinfectant wipe. Re-supply Disinfectant wipes/Hand Sanitizer as needed		Wipe down Wellness Room benches with disinfectant wipe. Re-supply Disinfectant wipes/Hand Sanitizer as needed	
		All trash/cardboard from production area/wrhs/hallway is compacted	
		Boot Sanitizers & Scrubber- Inspected and cleaned. Surrounding floor area clean	
		Dirty smock/white cotton gloves and full hanger racks sent back to Dexter. White and yellow gloves sorted through.	
		WRHS Squeegee Baths MultiQuat Concentration PPM	
		WRHS Drain Bucket MultiQuat Concentration PPM	
		WRHS MultiQuat Pump Sprayer Concentration PPM	
		Boot Scrubber MultiQuat Concentration PPM	
		All Wrhs/Hallway plastic pallets, squeegees and shovels cleaned	
		Floor Scrubber Operation-Used, shutdown and stored as procedure	
		Floor Scrubber Cleaning- Disassembled , cleaned and inspected as procedure	
		Clean mop bucket and other sanitation utensils used	
		debris outside. inspect entire outside property for	
	INITIALS		INITIALS
I have worn all necessary Personal Protective Equipment. When using chemicals that may splash, I wore my splash goggles. When handling any chemicals or working with any type of waste or soil, I wore disposable gloves and if needed, I used the disposable aprons, pants and or sleeves.		I have worn all necessary Personal Protective Equipment. When using chemicals that may splash, I wore my splash goggles. When handling any chemicals or working with any type of waste or soil, I wore disposable gloves and if needed, I used the disposable aprons, pants and or sleeves.	
Sanitor Initial		Sanitor Initial	
Supervisor Verification		Supervisor Verification	

Add checking of angle iron to checklist

12/13/2017

I Scott N. [Signature], have been coached and trained on Reichel Foods company policies and Sanitation procedures involving the follow thru of all cleaning processes daily and the complete and accurate documentation of the completion of all daily tasks. Going forward, I understand that if I am found in violation of these processes anywhere in the facility that I am assigned to work in, I will be issued a written warning for my actions. If re-occurring incidents are to continue beyond the previously indicated disciplinary action, further disciplinary action will be taken as well. My Supervisors will be following up at random times to make sure that I am following thru with this agreement and not violating company policies and/or Sanitation procedures.

Employee Signature Scott N. [Signature] Date 12-13-17

Supervisor Signature [Signature] Date 12-13-17

Witness Signature [Signature] Date 12-13-17

Performance Log for Scott Weatherly

Date	Pos/Neg	Category	Action Description
9/24/2018	Negative	Performance	<p>Action Description</p> <p>There was several job tasks not complete from Saturday 9/22/2018. The sinks in the restrooms were not cleaned using Acid, Garbage still left in the trash cans, garbage on the floor by vending machines, floor dirty underneath shelving. Scott has been spoken to about these deficiencies and corrected.</p>
11/9/2018	Negative	Performance	<p>Scott was informed of the work load that he was required to do during his shift and had been instructed to not clean in the break room area as another employee would be assigned to clean that area. Scott left the warehouse area several times to go clean in the break room and was not able to finish his work in the warehouse without additional help from several other employees and leadership.</p>
1/9/2019	Negative	Performance	<p>Scott was asked to remove one of the pump sprayers from the cage and put into storage. When asked if this was complete he said it was. I then went and checked and the task was not complete. The extra sprayer was still left in the cage sitting on floor. Scott was talked to about the situation of him not telling the truth and not completing the task. He became upset and walked away from the conversation before it could be completed.</p>
2/22/2019	Negative	Performance	<p>Scott was instructed and given a demonstration on how to perform several of his shutdown list tasks to complete for the night. When checked upon how he was getting each task complete, it was discovered that Scott did not follow direction given and had chosen to skip processes and change how certain tasks were complete. When asked Scott demonstrated poor behavior and even used profanity loud enough for co-workers and Supervisor to hear. At the end of his shift Scott stated all the remaining tasks were complete and when checked upon, he did not complete all of his tasks. Scott also left without informing his leadership that he was leaving.</p>

Date	Pos/Neg	Category	Action Description
3/6/2019	Negative	Communication	<p>At the start of the shift Scott was stocking shelves in the locker room and had tried to communicate with Tiberius that he needed to get to the shelf. Tiberius did not respond and so Scott tried to bump him out of the way. Tiberius responded with "sorry I don't speak English" and Scott responded with "then you should go back to your own country". Brian Medes was a witness to the event and immediately spoke with Scott about not saying things like that towards co-workers and to be respectful at all times.</p>
3/12/2019	Negative	Performance	<p>At the end of the shift Scott left without completing his daily paperwork. Scott left at 4:40am without letting his supervisors know he was done.</p>
4/17/2019	Negative	Performance	<p>Spoke to Scott about him still having issues with remembering to fill out his paperwork and turn in at the end of the shift before leaving. Scott was given a warning that the next occurrence will result in disciplinary action as he has been spoken to and trained on this process multiple times. Scott stated that he will bring his completed paperwork to the supervisor at the end of his shift daily before he clocks out.</p>
6/10/2019	Negative	Performance	<p>Scott had left the mop and bucket full of water outside of the supply room, along with a broom and dust pan covered in passage and a white squeegee. I spoke with Scott about making sure that all of his cleaning utensils are cleaned and put away before going home at the end of the shift.</p>
6/11/2019	Negative	Performance	<p>At the end of the shift during boot inspection, it was noticed that Scott did not clean his boots properly and left adhesive residue on the bottoms of his boots. Scott has been trained on this process and has been spoken to before about finding residue on the bottoms of his boots. I spoke with Scott about making sure that he cleans his boots properly and that we are monitoring the boots daily. It was explained to him the importance of boot cleaning.</p>

Date	Pos/Neg	Category
6/26/2019	Negative	Performance

Action Description

Scott was spoken to about checking over his work in all areas to make sure there is nothing left uner angle iron or shelving and desks are moved to make sure areas are cleaned behind and underneath. In the morning of 6/26/19 it was noticed that several areas that Scott is responsible for cleaning still had garbarhge and debris uner or around after Scott had left at the end of his shift. Scott was spoken to about these deficiencies and what his expected shifts is supposed to be and how he is going to make sure to clean all areas and verify that all areas are cleaned before going home. It was also discussed that there may be days when he needs to stay longer and also that if available on certain days that he will also receive help in certain areas to get certain job tasks complete. Scott now has a complete understanding of what is expected of him and hw he is to complete each task before leaving and have his work verified. If there are any further infraction involving work performance, Scott understands that the disciplinary action that will be taken at a minimum depending on the infraction will be a written warning as he has already received all necessary trainings and has been demonstrated on each task that he is to complete daily.

WH1850930
LIVE PLANTS ONLY

NORTHSIDE
FOOD & BEVERAGE

NORTHSIDE
FOOD & BEVERAGE

NORTHSIDE
FOOD & BEVERAGE

OPEN TOP

WH1844540







Reichel Foods, Inc.

Employee Warning Notice

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Employee Information

Date: 9/28/2020
Employee Name: Scott Weatherly
Job Title: Sanitation
Manager/Supervisor: Anthony Dahlke

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)

Around 8am Saturday morning, Scott was seen on camera pushing garbage out the overhead doorway in the apple dock. Scott has been trained to not let any garbage go out these doors as is the same for the other warehouse doors. All garbage is to be swept or picked up and thrown away in the compactor or trash cans.

Plan for Improvement:

Scott will follow the cleaning process and remove all garbage and waste before cleaning and make sure that no garbage goes outside the dock doors. Scott will also make sure that all dock areas are checked daily as is part of his daily cleaning tasks.

Consequences of Further Infractions:

If further infractions occur, Scott will receive progressive disciplinary action which may include up to termination of his position depending on the infraction.

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.

Scott Weatherly
Employee Signature

9-28-20
Date

Anthony Dahlke
Manager/Supervisor

9/28/20
Date

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

Date

andy



Reichel Foods, Inc. Employee Warning Notice

Employee Information

Date: 1/31/2020
Employee Name: Scott Weatherly
Job Title: Sanitation
Manager/Supervisor: Anthony Dahlke

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)

Scott was seen not properly following the cleaning procedure for the cleaning of the pallets and other equipment in the warehouse. This was after Scott had been asked if all of the pallets were already cleaned and he stated that he followed the cleaning process. The pallets were not separated to be properly rinsed and during the foaming Scott did not get complete coverage of the pallets, trash barrels, racking, etc. Scott was also seen walking on top of the pallets on the floor that were just foamed for cleaning. This is not safe as the pallets are a slippery surface and also is not effective for cleaning of the pallets. Scott has been trained on the cleaning process several times with demonstrations and documentations.

Plan for Improvement:

Scott will follow all cleaning processes and safety rules while performing his job duties. Scott will make sure that all surfaces are cleaned and sanitized correctly according to the training he has received. If Scott has any issues with following these procedures he will discuss with his Supervisor before making any changes to the processes.

Consequences of Further Infractions:

If further infractions occurs, Scott will receive further disciplinary action which may include up to 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.

Scott Weatherly
Employee Signature

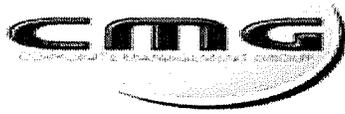
2-3-20
Date

Anthony Dahlke
Manager/Supervisor

2-3-20
Date

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

2-3-20
Date



LIM

Disciplinary Report Form

Employee name: <u>Scott Weatherly</u>	Hire Date: <u>9/16/2013</u>	Job title: <u>SAN</u>
Department: <u>SAN</u> Production	Shift: <u>3rd</u>	Supervisor: <u>Jamie Sorenson</u>

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

Unexcused Absence from work

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.)

Absenteeism 5/9/16

Completed by: Garrison Lenz Date: 5/10/16

(Shaded area to be completed by Human Resources only.)

Progressive step: <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Written reprimand <input type="checkbox"/> Release <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: <u>5/9/16-written 1/2/16-Note</u> <u>5/2/16-verbal 12/21/15-Note</u> <u>4/25/16-verbal 9/14/15-Note</u> <u>3/30/16-Note</u> <u>3/25/16-Note</u> <u>3/8/16-Note</u> <u>1/6/16-Note</u>
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Written Warning

Consequence if incident occurs again: Final Warning / Assignment End

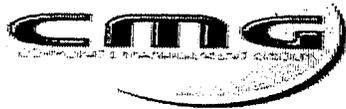
Human Resources Signature(s): _____ Date: _____

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.)

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.

Employee signature: Scott Weatherly Date: 5-26-16
 Witness signature (if any): _____ Date: _____
 Signature of person presenting report: Jamie Sorenson Date: 5-26-16



LiM

Disciplinary Report Form

Employee name: <u>Scott Weatherly</u>	Hire Date: <u>9/16/2013</u>	Job title: <u>SAN</u>
Department: <u>SAN</u> <u>Production</u>	Shift: <u>3rd</u>	Supervisor: <u>Jamie Sorenson</u>

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

Unexcused Absence from work

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.)

Absenteeism 5/9/16

Completed by: Garrison Lenz Date: 5/10/16

(Shaded area to be completed by Human Resources only.)

Progressive step: <input type="checkbox"/> Oral warning* <input type="checkbox"/> Suspension (unpaid) <input type="checkbox"/> Written reprimand <input type="checkbox"/> Release <input type="checkbox"/> Suspension (paid) *File apart from personnel files and copies thereof	Previous warnings: Type: Offense: Date: Type: Offense: Date: Type: Offense: Date: <u>5/6/16 - written</u> <u>1/2/16 - Note</u> <u>5/2/16 - verbal</u> <u>12/2/15 - Note</u> <u>4/25/16 - verbal</u> <u>9/14/15 - Note</u> <u>3/22/16 - Note</u> <u>3/22/16 - Note</u> <u>3/5/16 - Note</u> <u>1/6/16 - Note</u>
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Written Warning

Consequence if incident occurs again: Final Warning / Assignment End

Human Resources Signature(s): _____ Date: _____

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.)

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.

Employee signature: _____ Date: _____
 Witness signature (if any): _____ Date: _____
 Signature of person presenting report: _____ Date: _____

Anthony Dahlke

From: Anthony Dahlke
Sent: Saturday, March 11, 2017 9:48 AM
To: Jamie Sorensen
Cc: Darryl Conley; Brian Medes (brian@reichelfoods.com)
Subject: Scott Weatherly

This morning Scott left without letting his Supervisor know that he was going home. There was several things still not done in the warehouse and yet there was still plenty of time for Scott to stay and accomplish all of his assigned job duties. Scott is scheduled to come in later on Friday nights (shutdown nights) to be able to stay later and get all of his job duties done before going home. Scott has been informed of this many times now and has also been spoken to several times about making sure all of his tasks are complete and checked by a Supervisor before going home. At this point, I feel that the next level of coaching needs to go to disciplinary action to see if that will help change the incomplete work performance Scott has been spoken to about several times.

Anthony Dahlke,
Sanitation Supervisor
Reichel Foods, Inc.
3706 Enterprise Drive SW
Rochester, MN 55902
www.reichelfoods.com

Phone: 507-289-7264 | Fax: 507-289-6552



Reichel Foods, Inc. Employee Warning Notice

SQ0014FO

R: 2

Page 1 of 1

Employee Information

Date: 3/13/2017
Employee Name: Scott Weatherly
Job Title: Sanitation
Manager/Supervisor: Anthony Dahlke

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)
Friday 3/10/2017 Scott was given his assigned tasks that he had to complete by the end of his shift. Scott was also told that he was going to have help from Hussein Al Rubaii because Hussein is on restrictions and was able to perform light duty work. Scott left early at the end of his shift without having his work area inspected by a Supervisor and making sure that all of his tasks were completed. Scott has been spoken to many times about completing all of his assigned tasks and not leaving before a Supervisor inspects his work. Scott clocked out some time just after 6am and yet most of the rest of 3rd shift didn't clock out until just after 8am. Meaning there was still plenty of time for Scott to get all of his tasks complete, especially since he is scheduled to start at a later time on shutdown nights so he can stay to complete his tasks. Also there were several items that Scott had documented as complete and after inspection were found not to be done. The floor scrubber was not clean when done using, there were several light covers that had not been taken down and wiped out like instructed to, the tops of the vending machines were still dirty, the shelves in the break room had not been wiped off, there is still adhesives on the wall in the apple dock, etc.. Scott has been coached on completing these tasks several times and has also been given multiple opportunities to improve on his work performance.

Plan for Improvement:

Talked about re-organizing cleaning process. Getting help from the crew with cleaning breakroom areas at end of shift. Scheduling completion times for each task. Staying to complete each task. Stop working in multiple areas at same time, complete one task at a time.

Consequences of Further Infractions:

If further infractions continue there will be immediate disciplinary action resulting in a Written warning. Along with a more guided exact timely line of when each of his assigned tasks will be required to be complete.

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.

Scott Weatherly Employee Signature 3-13-17 Date

Anthony Dahlke Manager/Supervisor 3-13-17 Date

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



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 9/10/2017
Employee Name: Scott Weatherly
Job Title: Sanitation
Manager/Supervisor: Anthony Dahlke

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 the morning of Saturday 9/9/2017 Scott was still working on Re-assembling the cooling units in the warehouse, and when finished did not remember to turn the units back on. Also, Scott did not re-assemble the cooling units correctly forgetting to re-connect the drain pipes to the drip pans. Scott has been trained on this process before and knows that the units need to be put back together correctly every time and turned back on to test the units. This error in work performance caused the warehouse to reach warm temperatures that could affect the quality of Reichel Foods product if being stored in the warehouse.

Plan for Improvement:
Scott will be re-trained on the warehouse cooling unit process and will be getting additional help in the warehouse during these cleaning process to ensure that the process is being followed and the units inspected after each cleaning. Scott will also be tested on this cleaning process before the next time the units need to be cleaned to make sure that he has complete understanding of the process.

Consequences of Further Infractions:
If further infractions continue Scott may receive further disciplinary action which may include written warnings and may include, up to final warning or termination depending upon level of infraction of the cleaning process.

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: Scott Weatherly Date: 9-10-17
Manager/Supervisor: Anthony Dahlke Date: 9-10-17
Witness Signature (if employee understands warning but refuses to sign): Anthony Dahlke Date: 9-10-17



Reichel Foods, Inc.

Employee Warning Notice

Employee Information

Date: 6/17/2018
Employee Name: Scott Weatherly
Job Title: Sanitation
Manager/Supervisor: Anthony Dahlke

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 6/16/2018 Scott Weatherly used the forklift to remove a bale of cardboard from the compactor. Scott did not fill out a Forklift Operators Daily Checklist before operating the forklift. Scott has received training on this and knows that the checklist must be completed before operational use of the forklifts.

Plan for Improvement:
Scott will make sure to notify his supervisors if he needs to use a forklift so that the controlled document SF0001FO can be printed off and completed before use of the forklifts.

Consequences of Further Infractions:
If further infractions occur, a written warning will be the next step in the disciplinary action plan.

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.

Scott Weatherly Employee Signature 6-17-18 Date

Anthony Dahlke Manager/Supervisor 6-17-18 Date

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